

## MA DOC Research Proposal Checklist

### Background of Investigators

\_\_\_\_\_ Cover page including title, names, and affiliations of principal investigators and other research staff of proposed research.

### Project Description:

- \_\_\_\_\_ States purpose of the research, research hypothesis, variables to be measured (clearly operationalize), and expected outcomes in layman terms.
- \_\_\_\_\_ States how the proposed study is beneficial to new knowledge/why is the research important.
- \_\_\_\_\_ Indicates size of sample.
- \_\_\_\_\_ Explanation of DOC resources needed as well as the proposed duties of Department personnel.
- \_\_\_\_\_ Detailed timeline of research stages.
- \_\_\_\_\_ Endorsement by a recognized research organization, such as an accredited university or college, private foundation, consulting firm, or public agency that has a mandate to perform research, certifying that the research proposal is for valid scientific, educational, or other public purposes.  
**\*For research that requires access to Criminal Offender Record Information (CORI), the following procedures listed in 103 CMR 180.09(3) are required:**
  - \_\_\_\_\_ \*Application made to the Criminal History Systems Board
  - \_\_\_\_\_ \*Copy of application made to the Criminal History Systems Board is submitted to DOC Research and Planning Division
  - \_\_\_\_\_ \*Copy of the decision letter of the Criminal History Systems Board is submitted to DOC Research and Planning Division

### Participant Recruitment

- \_\_\_\_\_ Clearly explain the sampling size and participant selection criteria.
- \_\_\_\_\_ List procedures for how participants will be recruited and selected.
- \_\_\_\_\_ The stated number of potential participants should be listed and consistent with all parts of the proposal, informed consent, cover letters, etc.

### Data Collection and Analysis

- \_\_\_\_\_ Thorough description of data collection procedures. Methods for data collection should be consistent throughout the proposal and the informed consent regarding questionnaire/survey, interview and observations.
- \_\_\_\_\_ Indicate the amount of time required for each data collection procedure(s).

### Informed Consent Forms

- \_\_\_\_\_ States purpose of study and that the project is a “research study.”
- \_\_\_\_\_ States affiliating institution.
- \_\_\_\_\_ Possible benefits and risks are addressed (Note: Fatigue and time to complete research instruments can be minor risks.).
- \_\_\_\_\_ Details of compensation participant is to receive (If applicable).
- \_\_\_\_\_ Includes the names, email, & phone numbers of both the principal investigator(s) and research advisor.

### Privacy/Confidentiality:

- \_\_\_\_\_ Explains how identity data is protected.
- \_\_\_\_\_ Confidentiality issues addressed and explained for participants.
- \_\_\_\_\_ Monitoring of data is explained.

### Overall:

- \_\_\_\_\_ Proofread and corrected proposal, informed consent, and/or questionnaire
- \_\_\_\_\_ Checked for consistency between the proposal, hypothesis, informed consent, and data collection instrument.