

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 are required:**

_____ *Application made to the Department of Criminal Justice Information Services (DCJIS)

_____ *Copy of application made to DCJIS is submitted to DOC Research and Planning Division

_____ *Copy of the decision letter of DCJIS 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.