

Research Proposal Application Process

1. Every application to conduct outside research shall include the following information:
 - a) Title of study;
 - b) Name, address, and telephone number of the principal investigator and all research staff;
 - c) An endorsement by a recognized research organization (i.e. accredited university or college, private or public foundation, consulting firm government agency) confirming that the research proposal is for valid scientific, education, or other public purposes;
 - d) Summary of the study which includes a justification for the research;
 - e) Research design of study which includes:
 - Departmental (DOC) resources and personnel needed for the study;
 - Sampling selection and criteria;
 - Data collection procedures and/or copies of research instruments that will be used;
 - A clearly stated and detailed description of the research hypothesis;
 - Procedures that will be followed to insure subject privacy and confidentiality;
 - The time frame in which the project will be completed;
 - Discussion of inmates' compensation issues, if any;
 - Written summary of study that will be provided to subjects in layman's language.

2. If the applicant needs to look at Criminal Offender Records Information (CORI) files he/she must request CORI access through The Department of Criminal Justice Information Services (DCJIS). Research staff can provide the individual with a copy of the form. A non-disclosure form will also need to be filled out and submitted to DCJIS. Those applicants who are CORI cleared, but not for Research purposes, still needs to submit an application to DCJIS. If the application for CORI access is approved a memo from DCJIS needs to be forwarded to the Executive Director of Research. Applicants need to receive CORI clearance for each research project, including extensions.

3. The Executive Director of Strategic Planning will review the proposal. If the proposal is approved a letter of recommendation and a copy of the research proposal will be forwarded to the appropriate Superintendent(s) and/or Division Heads for review. All proposals concerning health care related issues, including medical, mental health and dental will also be forwarded to the Director of Health Services for review. Upon the Superintendent(s) and/or Division Heads review/approval, (including inmate review, if applicable) the Superintendent(s) and/or Division Heads recommendation of the study should be forwarded to the Executive Director of Strategic Planning or the Deputy Director of Research. The Superintendent shall include the name of a contact person at the DOC site to act as the staff person responsible for administrating the project at the facility.

4. The Executive Director of Strategic Planning or the Deputy Director of Research shall forward all letters of recommendation and a copy of the research proposal to the Commissioner for final review and decision. The Commissioner shall provide written notification of decision to approve/disapprove research proposal to the Executive Director of Strategic Planning or the Deputy Director of Research. The Executive Director of Strategic Planning or the Deputy Director of Research shall provide the principal investigator(s) with written notification of the

decision to approve/disapprove research proposal. A copy of the Commissioner's approval shall be forwarded to the principal investigator if research proposal is approved, as well as all relevant Superintendent(s) or Division Heads associated with the research project.

5. Upon approval, the principal investigator shall agree to submit progress reports (every 6 months) and a final report. A letter will be mailed to all principal investigators requesting a status update on their research project from the Research Division.
6. Upon approval, the principal investigator shall agree to submit a copy of any project publication(s) for review by the Research Division and relevant Superintendent(s) or Division Heads, prior to publication or dissemination of research results, with enough time to provide comments. A copy of the final report will be forwarded to the Superintendent(s) and/or Division Heads.
7. Research projects seeking project extensions are required to resubmit their research proposals. Extensions will be reviewed as separate research proposals.
8. Research projects seeking funding from any source must have their project approved by the DOC before applying for funding.