Research Proposal Approval

Proposal Information

Title:	Date Submitted:

Have you received Institutional Review Board (IRB) approval (if applicable)? ☐ Yes ☐ No

Are you receiving or applying for funding? ☐ Yes ☐ No

Will your project require entering ODRC prisons in person? ☐ Yes ☐ No

Is this an evaluation project for an internship not requiring university institutional review board approval? ☐ Yes ☐ No

Principal Investigator Information:

Name	Title	Institution/Organization:
Address	E-mail Address	Telephone Number

Are you (or any co-investigators) an employee of the Ohio Department of Rehabilitation and Correction (ODRC)? ☐ Yes ☐ No

Academic Advisor/Internship Supervisor Information (if applicable)

Name	Title	Institution/Organization:
Address	E-mail Address	Telephone Number

Research Proposal Manuscript

Please attach your research proposal in a separate document (in a .docx or .pdf format only). Your research proposal must include the following sections with the corresponding headings (e.g., Research Project Statement of Problem) in order to be considered for committee review. Please do not simply attach a previously created research proposal (e.g., university IRB submission or grant submission) as this proposed manuscript has specific questions related to ODRC research review.

Research Project Statement of Problem:

Please describe the purpose (or primary goal) of your project. Please indicate the reasons why your project is important, relevant to your broader field of study, and relevant to ODRC. How does your project relate to a gap in resources, a gap in knowledge, or provide a unique opportunity in your broader field of study and for ODRC? This section also requires you to provide the background for your project through a literature review (with appropriate scholarly citations) indicating your understanding of the context and significance of your research questions. You must include a reference/works cited page at the end of this manuscript.

Research Project Methodology:

Please describe your research questions/hypotheses. This section also requires you to describe your methodology, analytic strategy, data, and data operationalizations within your proposed project. This section includes a description of the size of your sample, the characteristics of your sample, and potential ODRC sites in your study. Please also include in this section: (1) the timeline for your project; (2) the expected outcomes (e.g., outcome measures) of your project; (3) the resources required of ODRC to conduct the research; (4) a detailed list of variables being requested from ODRC (for administrative data requests); and (5) a detailed data security plan to ensure confidentiality of administrative data and participant data. Please also disclose any external funding (awarded or potential) related to this project.

Human Subjects Concerns and Informed Consent Procedures:

Please provide a description of human subjects concerns to include the following: (1) describe any potential risks or discomforts of participation; (2) please describe any procedures or information provided to minimize these discomforts; and (3) provide a description of the potential benefits of participation to the research subjects.

A consent form must be used when the subjects will be identified and this identity will be linked to the research data, or when the risks of participation are more than minimal. A copy of the consent form must be attached to this request. However, the Committee

may require the submission of a "script" that will be presented to the subjects prior to conducting the research, and /or you may be asked to provide subjects with a written statement regarding the research.

Informed consent should be written in simple "lay language," and, at minimum, should include the following elements: (1) a statement explaining the study's purpose, duration, and procedures; (2) a description of the risks and benefits associated with the research; (3) a description of the steps taken to ensure the confidentiality of the data; and (4) a statement that participation is voluntary, and the subject has the right to withdraw from participation at any time. It should be noted that refusal to participate or withdrawing from participation at any time would not result in penalty or loss of benefits for the research subject.

Research Qualifications:

Please attach a curriculum vitae or resume for the principal investigator and ALL co-investigators to indicate the research experience and qualifications related to this study.

Research Appendices:

Please attach copies of all surveys, interview scripts, tools (e.g., risk instruments), and other research materials related to this study.

Please note that all these project components are required to be considered for committee review.

Research Agreement

Please note that conducting research with ODRC requires agreement with the following:

- Confidentiality of subjects' identity shall be maintained. Data shall be de-identified when possible, and if data include PII (Personal Identifiable Information), it shall be accessed only by those approved to access by ODRC or those under the supervision of approved researchers. A data security plan shall be executed, including secure storage of the data and deletion procedures for the data after the study has concluded. The ODRC FTP server shall be utilized for data transfers to external parties requesting ODRC data.
- The signatures of study subjects shall be obtained on an Informed Consent Form, unless otherwise exempted.
- A copy of any finalized results/ working papers shall be provided to the Human Subjects Research Review Committee for ODRC review and comment prior to presentation or publication.
- The study design shall be in accordance with accepted standards regarding human subjects' rights.
- No compensation of any kind shall be given to currently incarcerated inmates or ODRC staff for their participation in the research or evaluation project. Compensation for offenders under community-based supervision may be permitted with the approval of the HSRRC.
- Researchers wishing to make significant changes to the methodology of an approved study shall submit addendums notifying the ODRC HSRRC of these changes before proceeding. This addendum must be approved by chair of HSRRC; or full committee if necessary. Methodology, includes but is not limited to: (1) exclusion or inclusion of participants, such as expanding the pool of eligible participants; (2) institutional access such as assessing a new facility or a new population at approved facility; and (3) alterations to the on-site timeline beyond 1 year of the original estimated completion

Research Proposal Signatures

Principal Investigator:	Date:
Academic Advisor/Internship Supervisor (if applicable):	Date:

Approval Signatures

Human Subjects Research Review Committee Chair/Designee:	Date:
Managing Officer/Field Supervisor:	Date:
Operation Support Center Designee:	Date: