

Research Request/Proposal Guideline

Pursuant to the Georgia Department of Corrections standard operating procedure *104.75 Research Guidelines*, all research proposals, including both internal and external, must be reviewed and approved by the executive leadership team and the Commissioner or his/her designee prior to the start of any research or evaluation project. The requirements for submitting research proposals includes the following:

1. **Title of Project**
2. **Principal Investigator** – Include name, address, telephone number, email address and agency
3. **Researchers** – List name, address, telephone number, email address, and affiliation of any researchers or staff who might have access to participants or data
4. **Funding source** – Describe originating funding source
5. **Study Facility** – Includes state, county, or private prisons, detention centers, transitional centers, treatment facilities, administrative offices, or any other offices under the jurisdiction of the Georgia Department of Corrections or its partners
6. **Stakeholders and Agency Liaison** – Please identify all stake holders for this project. Do you have contacts within the agency who you anticipate assisting with this project?
7. **Project Description** – Briefly summarize the purpose of this project.
8. **Goals/Objectives** – What are the goals and objectives of this project?
9. **Justification for Study** – How will this study expand the current knowledge base/understanding of the topic? If this study includes offenders, please describe the rationale/need for using this particular sample of subjects and what safeguards will be taken to protect these participants.
10. **Participants** – Are the participants staff or offenders? How will you identify the participants? How are you obtaining voluntary consent from these participants? How many participants will be included?
11. **Data Collection** – What type of data will you be gathering? Do you plan on having face-to-face with participants? List assessments or surveys you plan to administer (attach a copy as well). Describe your process for administering any surveys or tests.
12. **Electronic Data** – Will you be requesting to obtain electronic records? If so, how do you plan to obtain these records? List any records you will be requesting in the following categories and justification for your collection of these records:
 - a) Personal Information;
 - b) Physical and/or Mental Health Records;
 - c) Education Records;
 - d) Criminal Justice Records; and
 - e) Other.

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13. **Data Analysis Plan** – How do you plan to analyze the data you have collected? What statistical analyses do you plan on conducting? Will you be comparing different groups?
14. **Consent** – If you do not have participant consent, please explain why you were unable to obtain authorization. Why do you need information with identifiable information which would require a release?
15. **Security Procedures** – Describe what precautions and measures you will take to protect the privacy of participants' data.
16. **Timeframes** – How long do you expect your study to take? When you expect to begin, how long will data collection/surveys take, and how long will it take you to analyze your findings and produce results?
17. **Impact on Facility Operations and GDC Resources** – Do you foresee this study causing any impact on staff being pulled from duty to participate? Do you foresee any other issues that might cause security concerns?

This information must be submitted to the Commissioner or his/her designee. Each request will be reviewed individually. The review process can take an extended amount of time depending on current events and other security measures being undertaken by the agency. Once approved by the executive leadership team and the Commissioner or his/her designee, a research liaison will contact the principal investigator with the final determination and, if approved, what the next steps will be.

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