

# VIRGINIA DEPARTMENT OF JUVENILE JUSTICE (DJJ)

## Research Proposal Summary

### I. Basic Information

Date submitted to DJJ:		
Principal Researcher ( <i>If a student project, the principal researcher is the faculty advisor.</i> )	Name:	
	Title and Affiliation:	
	Address:	
	Telephone:	
	Email:	
Student Researcher ( <i>only if a student project or dissertation</i> )	Name:	
	Address:	
	Telephone:	
	Email:	
<i>If there are any other individuals (e.g., Research Coordinators, Research Assistants) that may be included in communication with DJJ during the research review process, please include their names, telephone numbers, and email addresses in a separate attachment.</i>		
Funding Source (if applicable):		
Title of Proposal:		

### II. Purpose of the Research

1. Briefly state the research problem.
2. Provide background information about the research problem (include citations if necessary).

3. Briefly state the purpose, goals, and specific aims of the research project.

4. Describe how the anticipated results will benefit DJJ.

### III. Research Design

5. Describe the planned subject population, including inclusion and exclusion criteria.

6. What techniques will be used to recruit participants, if applicable?

7. How will consent/assent be obtained from participants (and their parents if minors), if applicable? Please attach all consent/assent forms.

8. Describe the specific methods and procedures that will be used to deliver the intervention/program to be studied, if any.

9. Describe the specific methods and procedures that will be used to collect the data. Please attach all scripts, surveys, etc. If requesting existing data, please list desired fields in as much detail as possible.

10. Describe the specific methods and procedures that will be used to analyze the data.

11. Describe potential risks and benefits to participants.

12. Describe the plan for keeping information confidential and secure, including the physical storage and timeline for destruction of data.

#### **IV. Proposed Timeline and Products**

13. Indicate a proposed time frame (start date – end date) for each phase of the research process. *Note: time frames are strictly estimates. DJJ cannot ensure that the review process*

*will be completed in time to meet all deadlines in the proposed timeline.*

Data collection:

Data analysis:

Preliminary  
report:

Final report:

14. What are the anticipated final products of this project (e.g., internal reports, presentations, publications)? Include the anticipated audience for the results.

## **V. Resources and Impact**

15. List the specific DJJ unit/location involved and its role in the study.

16. List any resources needed for the research project that must be supplied by DJJ (e.g., staff, supplies, materials, equipment, work spaces, access to participants, access to files).

17. Explain any possible impacts this research project may have on existing DJJ programs or operations.

## **VI. Additional Attachments**

Please attach the signed Research Agreement Form after reviewing DJJ's regulations and procedures governing research. Confidentiality Agreements must also be signed and submitted for each individual accessing data.

Attach any additional files used to conduct the research, including any document used with participants (e.g., consent forms, assent forms, surveys, assessments, scripts). All documents used with participants must be submitted to and approved by both the researcher's Institutional Review Board and DJJ. Please do not refer to an attachment instead of answering any items on this form.

## **VII. Endorsements**

Please attach evidence of endorsements from the following individuals in the form of a signed letter on the organization's letterhead:

- Head(s) of the organizational unit(s) where the research will take place (e.g., court service unit director, juvenile correctional center superintendent)
- Institutional Review Board of the researcher's institution/organization (for human research)
  - Note: The review process may begin before Institutional Review Board approval, but Institutional Review Board approval is required before DJJ will give final approval for human research.
- Appropriate Juvenile & Domestic Relations judge(s) (for research involving records of juveniles at state and local court service units)