



Research Proposal

Application Process for Human Subjects

1. Complete and send these four documents to HSRRC@vadoc.virginia.gov
 - The Virginia Department of Corrections (DOC) *Research Proposal* (enclosed).
 - Your IRB Approval letter from your university.
 - The *Original* consent form used in your IRB for your university.
 - The Vita/Resume of principal researchers and advisor(s).
2. You will receive notification regarding the status of your application packet screening.
 - If the application packet is complete it will be sent to any applicable content experts as needed and the Human Subject Research Review Committee for screening.
 - If the application packet is incomplete, it will be denied and you may resubmit.
3. You will receive notification regarding the status of your application packet review.
 - If the Human Subject Research Review Committee approves, you will be emailed the next steps.
4. When the application packet is approved, you will be sent and asked to return these two completed documents.
 - DOC *Research Agreement*
 - DOC *Voluntary Informed Consent to Participate in Research* if applicable.
5. Once the completed *Research Agreement* and *Voluntary Informed Consent* are received, your application packet will be forwarded for final review.
6. If your application packet is approved, you will be sent a final letter with instructions for completing a background investigation for Research Volunteer access (if applicable) and PREA training.
7. If your application packet is denied, you may submit a new and original application that is not similar to the denied application.

Guidelines for the Application Process

- All documents must be in Word (doc), (docx), or PDF format. No other format is permissible.
- It can take three-12 months for the application process to be completed.
- Submitting multiple packets for the same study will result in a denial of the application.
- Applications in need additional information will be denied if not provided within two weeks of the request.
- Only one submission is allowed for proposal revision, if all revisions are not addressed the proposal will be denied.
- Complete the *Research Proposal* just as you would for your university IRB application with in-depth and substantive descriptive content.
- By submitting an application you acknowledge that you understand the application process and will ethically follow each step accordingly.





Research Proposal
Human Subject Research Review Committee
External Research Projects

I. RESEARCHER INFORMATION

- A. Principal Researcher: _____
- B. Affiliation: _____
- C. Address: _____
- D. Telephone: Office: _____ Home: _____
- E. Email Address: _____
- F. Project Supervisor/Advisor (If this is a student research project or different from A.) _____
- G. Funding Source (if any): _____

II. PROPOSAL INFORMATION

- A. Date proposal submitted to the Research Unit: _____
- B. Title: _____
- C. Purpose: _____
- D. Background and significance: (A discussion of the proposal in the context of relevant literature) _____
- E. Methodology: (Research design, sampling methods, surveys or instruments, methods of analysis) _____
- F. Voluntary informed consent process: (Attach a sample of actual form 020_F3)
- G. References: _____
- H. Time frame: _____
- I. Benefit to the DOC: _____
- J. Department resources required: (Staff, supplies/materials, equipment, workspace, access to participants etc.) _____

III. ENDORSEMENTS

Letters of endorsement or support from involved parties, (i.e., Wardens, Chief P&P Officers, Regional, Administrators, DOC Administrators or Executive Staff).