

## PROPOSAL SUMMARY

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<b>Principal Investigator:</b> _____
<b>Project Title:</b> _____

- a. **PURPOSE OR HYPOTHESES OF THE STUDY:** *Provide a clear explanation of the hypotheses or purpose for conducting the study.*
- b. **POTENTIAL KNOWLEDGE TO BE GAINED:** *The particular relevance of this knowledge to youth in care and custody-involved children and families, if any, should be specified. Any potential benefit of the research to administrators, supervisors, or other staff of the Department may also be outlined in this section.*
- c. **DESCRIPTION OF STUDY METHODOLOGY AND DESIGN:** *Provide a description of the study that includes how subjects will be involved (through observation, completing questionnaires, use of records, etc.) and, if applicable, how cultural sensitivity issues will be addressed in interviewing and interactive data collection. Include a description of the intervention or treatment and indicate whether experimental manipulation will be involved. Medical research should indicate any drugs or dosage to be received by the control group and experimental groups, as well as the duration of treatment. If the protocol is a follow-up or a re-submission, please follow your description with a brief outline of any changes made to the protocol.*
- d. **DESCRIPTION OF SAMPLE:** *Description of the sample should include the legal status of children to be involved, recruitment procedures, and inclusion and exclusion criteria. If the majority of children to be involved in the research are in the custody of the guardianship of the state, the reason for selecting this population for the research should be explained, particularly if the research hypotheses do not address questions specific to this population. If the ethnic and gender mix of the sample is not proportionate with the population represented by the sample, the disproportionate sampling should be justified. Also, address any difficulties presented by the sampling procedures in the generalizing of results.*

- e. **POTENTIAL RISKS AND BENEFITS:** *Describe any potential risks and benefits to subjects, including assessment of level of risk and type of risk (physical, psychological, legal, etc.). Include both objective risks and risks that might be perceived by subjects. Describe procedures through which any objective risk will be minimized and how perceived risks will be clarified for subjects. If appropriate, describe alternative research methods that could have been used to minimize risk, and state why they were rejected. The specific conditions or protections to be provided to youth in care, custody-involved children and their family, as a particularly vulnerable class of subjects should be specified. If a control group is utilized, any potential risks to these subjects should be specified as well.*

*Medical research should identify alternative medical procedures and services that might be of benefit to subjects, if any. If applicable, the findings of similar research conducted on adults and animals and the implications of conducting the research with children and/or infants should be summarized.*

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- f. **INCENTIVES:** *Any incentives given to subjects in either cash or in-kind and the plan for payment if the subject withdraws from the study early.*
- g. **CONFIDENTIALITY:** *Describe the planned procedures to maintain confidentiality of records and data.*
- h. **INFORMED CONSENT/ASSENT:** *Procedures to obtain and document informed consent and, in research involving children, informed written consent. Exact details concerning obtaining consent must be provide, such as how parents will be contacted in cases where parents must provide consent. (Refer to the Guidelines for Developing Consent to make sure you have included all of the necessary elements of consent.) If participation incentives are given to subjects either in cash or in-kind services, the measures taken to ensure that their informed consent is not influenced should be specified.*