

VIRGINIA DEPARTMENT OF CORRECTIONS

RESEARCH AND MANAGEMENT SERVICES UNIT

EXTERNAL RESEARCH PROJECTS

RESEARCH PROPOSAL

I. RESEARCHER INFORMATION.

A. Principal Researcher:

B. Address:

C. Affiliation:

D. Telephone: Office - ()
Home - ()

E. Project Supervisor (if different from A.):

F. Funding Source:

Note: This is a sample outline to use as a guide in completing your Research Proposal.
--

II. PROPOSAL INFORMATION.

A. Date Proposal Submitted to P, E & C Unit:

B. Title:

C. Purpose:

D. Methodology:

E. Time frame:

F. Department Resources Required:

III. ENDORSEMENTS.

A. Necessary only if this is a student research project.

VIRGINIA DEPARTMENT OF CORRECTIONS

RESEARCH AND MANAGEMENT SERVICES UNIT

EXTERNAL RESEARCH PROJECTS

RESEARCH AGREEMENT

This research agreement is submitted with the research proposal. The following is filled in by the researcher.

Project Title: _____

Project Starting and Ending Dates: _____

Date Preliminary Report Due: _____

Date Final Report Due: _____

I, the undersigned, hereby do affirm that I and all of my research staff have read, understand, and agree to abide by the Commonwealth of Virginia Board of Corrections' *Regulations for Human Subject Research* (Effective January 12, 1995).

(Name of Principal Researcher)

(Title)

(Academic/Professional Affiliation)

(Street Address)

() _____
(Telephone)

(City, State, ZIP)

(Signature of Principal Researcher)

(Date)

(Signature of Advisor, if applicable)

(Date)

(Signature Research and Management
Services Manager)

(Date)

VIRGINIA DEPARTMENT OF CORRECTIONS

RESEARCH AND MANAGEMENT SERVICES UNIT

EXTERNAL RESEARCH PROJECTS

VOLUNTARY INFORMED CONSENT

This study, entitled “Career Development Among Correctional Officers: An Analysis of Predictive Factors” [*Title of Study*], is being conducted by Dr. John F. Doe [*Name of Person Conducting Study*], Assistant Professor of Administrative Science [*Title of Person Conducting Study*], State University [*Affiliation of Person Conducting Study*]. The purpose of this study is to determine whether there are factors in the backgrounds of correctional officer candidates which predict career success [*Purpose of Study*]. Information obtained from this study will be used to help recruit, train and retain officers in the Department’s career service [*Benefits of Study*].

Participants in this project will be asked to complete a questionnaire containing thirty items asking about their decision to enter correctional work, and to identify both positive and negative features of their careers to date [*Study Procedure*]. Your participation will require about 45 minutes [*Time Requirement*]. Answers will be available only to the researchers, retained in their files [*Confidentiality*], and will be given a code in place of names [*Anonymity*]. Your participation is voluntary and you may withdraw at any time without prejudice [*Voluntary Participation*]. No risk to the subject is anticipated, but some questions may result in mild stress or psychic discomfort [*Hazardous Risk*].

The researcher will be available to discuss the project’s objectives or procedures during or after completion of the questionnaire [*Answer Inquiries*].

I AGREE to participate in this study.

I DO NOT WISH to participate in this study.

Signature of Participant

Date

Witness

Date