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| DCS-1561 (3-18) | ARIZONA DEPARTMENT OF CHILD SAFETY | R:\DCS_round_logo_K.jpg |
|  | **RESEARCH REVIEW COMMITTEE** |
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| NAME OF REQUESTOR/PRIMARY CONTACT:      | NAME OF REQUESTING ORGANIZATION:      |
| MAILING ADDRESS OF REQUESTING ORGANIZATION:      | EMAIL ADDRESS OF REQUESTOR:      |
| PHONE NUMBER OF REQUESTOR:      | PROJECT TITLE:      |
| **I.** | **STATEMENT OF PROBLEM** |
|  | In a brief paragraph describe the problem or issue the proposed project addresses; the magnitude of the problem; and the intended effects, if any, of the proposed project on the problem. |
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| **II.** | **SUPPORT OF DCS MISSION** |
|  | How will the research support the DCS mission of successfully engaging children and families to ensure safety, strengthen families, and achieve permanency? |
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| **III.** | **BENEFIT OF PROPOSED PROJECT** |
|  | In a brief paragraph indicate how the proposed project will contribute to knowledge about the problem and/or to strategies that the Department can use to address or prevent the problem. |
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| **IV.** | **SPECIFIC GOALS/AIMS OF PROPOSED PROJECT** |
|  | Give a one sentence statement of each of the specific objectives or hypotheses of the proposed project. |
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| **V.** | **NECESSITY FOR INFORMATION** |
|  | Describe in detail what information is being requested and why it is essential to have the requested information for the proposed project. |
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| **VI.** | **COMPOSITION OF TEAM** |
|  | Provide a list of all research team members with a description of each members experience and expertise in the proposed research area. |
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| **VII.** | **METHODS** |
|  | Describe each of the following components of the design: |
|  | (1)  | Project Subjects (if applicable): |
|  |  | Give numbers; describe procedures for recruitment, any inclusionary criteria they must meet, how initial refusals and/or attrition will be handled, if applicable; supply sample consent forms, etc. |
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|  | (2) | Procedures to be used (if applicable): |
|  |  | Describe in detail what actually will be done with subjects, including what tests or instruments will be administered; how and where they will be administered and by whom; assignment to conditions, if applicable; time of subject involvement; reliability, validity and safety of tests and/or instruments; potential for negative subject reactivity to procedures. If the project is limited to a review of case files, describe in detail what information is required from the case file. |
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|  | (3) | Time Frames: |
|  |  | Describe the date when the research will commence and the date when it will conclude. |
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|  | (4) | Data management and analysis: |
|  |  | Describe in detail how data will be stored and made ready for analysis. Describe the statistics and analysis that will be used to answer each of the specific aims of the project. |
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|  | (5) | Confidentiality: |
|  |  | Describe in detail the records and documentation that will be maintained and where including how confidentiality will be maintained. Describe how confidentiality will be protected [i.e. codes, lock and key passwords] |
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|  | (6) | Disposal: |
|  |  | Describe how records containing identifiers will be disposed of at the end of the project. |
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| **VIII.** | **HUMAN SUBJECTS RISKS AND BENEFITS *(if applicable)*** |
|  | Describe in detail the potential risks faced by the subject from the proposed research project and the potential or actual benefits to the subjects from the project. The description should include ways in which confidentiality of subjects’ identities is protected and informed consent is obtained from subjects for participation. The description also should include the procedures to be used if the subjects show negative or extraordinary effects. |
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| **IX.** | **DCS REVIEW** |
|  | Are you amendable to providing DCS with an opportunity to review the final research report before it is published? |
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Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for Department services is available upon request. • Ayuda gratuita con traducciones relacionadas con los servicios del DCS está disponible a solicitud del cliente.