External Research Request Procedure

PHASE I PHASE II Pre- Proposal: Application and Initial Vetting **Submission of the External Research Request Packet** Informal feedback and recommendations for • Application is submitted to the Manager for Research & Statistics • External research request process is expected to take 90 days from modifications and revisions are • Vetting is conducted by Deputy Director for Administrative and the date of packet submission to approval provided to the PIs/co-PIs Executive Services and Manager for Research & Statistics • Any feedback provided must be included in the submission • All required documents supporting the External Research request must be submitted to the Manager for Research & Statistics PHASE III Review of Request by the DCJD • Phase timeframe approximately 30 days • Research Review Committee (RRC) reviews proposal • The Deputy Director for Administrative and Executive **REQUESTS AMENDMENTS REJECTS: PROCESS ENDS** Services will notify the PI/co-PIs of the RRC's decision by email and a formal letter RRC RECOMMENDS PROPOSAL TO JUVENILE BOARD PHASE IV Allows the PI/co-PIs the opportunity to revise and resubmit the research request **PHASE V** Review of Research Proposal by Juvenile Board • Research proposal is going to be scheduled on the Juvenile Board agenda only if it has approval of the IRB. **REJECTS: PROCESS ENDS** • The Juvenile Board meets once during the following months: January, March, May, June, August, and October • The PI/co-PIs MUST attend the designated board meeting and be prepared to address questions and concerns from board members **APPROVES** Secondary Research **Primary Research** • Registration with TJJD Research and Analytical Testing System-RATS by PI • Coordination meeting between DCJD and PIs/Co-PIs is scheduled • Data set will be delivered within 30 days from approval date • Background checks required for anyone related to the research project • Mandatory Volunteer training with the DCJD training Unit • Registration with TJJD Research and Analytical Testing System-RATS by PI