



External Research Committee
 Performance Management & Technology (PMT)
 City of Philadelphia
 Department of Human Services
 1515 Arch St., 9th floor
 Philadelphia, PA 19102

PROPOSED STUDY APPLICATION¹

PART I

1	TITLE OF PROPOSAL
2	PRINCIPAL INVESTIGATOR INFORMATION Name: _____ Degree(s): _____ Title: _____ Agency: _____ Address: _____ _____ _____ Phone: _____ E-mail: _____
3	ALTERNATE CONTACT INFORMATION Name: _____ Title: _____ Phone: _____ E-mail: _____
4	ANTICIPATED STUDY SPONSORSHIP (Include information about any plan to apply for grant(s)/funding)
DO NOT WRITE BELOW THIS LINE – FOR DHS USE ONLY	
	Date of Receipt
	Unit Approval
	IRB Training
	Conflict of Interest
	Other
	Institutional IRB approval
DO NOT WRITE ABOVE THIS LINE – FOR DHS USE ONLY	

¹ Please direct all questions to Samantha Rivera-Joseph, PhD, Director of Implementation Science
 email: Samantha.Rivera.Joseph@phila.gov

PART II: SUBMIT MATERIALS FOR ALL APPLICABLE SECTIONS*Proposal should be submitted as one file with labeled appendices (if applicable)*

1	<p>STUDY PROPOSAL (maximum 10 pages)</p> <p>A. Background and significance of study</p> <ol style="list-style-type: none"> a. Literature review and conceptual framework justifying the significance of the study b. Description of how the study aligns with the goals of Improving Outcomes for Children (IOC) c. Study aims, hypotheses (as relevant), and research questions <p>B. Methods</p> <ol style="list-style-type: none"> a. Study design b. Setting, sample, and duration of study c. Measures (specify which data items will be collected by the researcher and which data items will be requested from DHS) d. Data collection procedures e. Analyses f. Timeline for study (include proposed check-in points with DHS) <p>C. Human subjects protection</p> <ol style="list-style-type: none"> a. Risks and benefits to participants b. Plan for privacy and confidentiality <p>D. Partnership with DHS</p> <ol style="list-style-type: none"> a. Proposed delineation of roles and responsibilities of PI and DHS b. Benefit of the study to DHS (include concrete deliverables to DHS) <p>E. Dissemination of findings</p> <ol style="list-style-type: none"> a. List any intended written reports/documents, oral presentations, and/or publications that may result from this study b. Identify the intended audience for each of the deliverables mentioned above and specify whether findings will be made publicly available
2	<p>APPENDICES</p> <ul style="list-style-type: none"> • All consent and/or assent form(s) • All materials for participant recruitment or distribution, such as flyers, advertisements, reminder cards, etc. • Full grant proposal or research protocol, including any survey instruments, interview questionnaires, measurement scales, etc. • If using existing data, full details of the data set, data management and security plans • Principal Investigator's CV and Conflict of Interest statement • Proof of satisfactory completion of IRB training within preceding three (3) years for Principal Investigator and all co-investigators • The confidentiality agreement for any student or intern working on the proposed study • Institutional IRB approval, if received, or submission date

Signature: _____ Date: _____