

External Research Committee  
Performance Management & Technology (PMT)  
City of Philadelphia  
Office of Children and Families  
1515 Arch St., 9<sup>th</sup> floor  
Philadelphia, PA 19102

## PROPOSED STUDY APPLICATION<sup>1</sup>

### PART I

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

<sup>1</sup> Please direct all questions to Samantha Rivera-Joseph, PhD, Director of Implementation Science.  
email: [Samantha.Rivera.Joseph@phila.gov](mailto: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)*

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_