Office of Children and Families
CITY OF PHILADELPHIA

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

PROPOSED STUDY APPLICATION[1]

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 OCF USE ONLY

	Date of Receipt	
	Unit Approval	
	IRB Training	
	Conflict of Interest	
	Institutional IRB approval	

[1] Please direct all questions to the External Research Committee at OCF_ERC@phila.gov

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

1	**STUDY PROPOSAL (maximum 10 pages)** A. Background and significance of study a. Literature review and conceptual framework justifying the significance of the study b. Description of how the study aligns with the goals of the Office of Children and Families c. Study aims, hypotheses (as relevant), and research questions B. Methods 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 OCF) d. Data collection procedures e. Analyses f. Timeline for study (include proposed check-in points with OCF) C. Human subjects protection a. Risks and benefits to participants b. Plan for privacy and confidentiality D. Partnership with OCF a. Proposed delineation of roles and responsibilities of PI and OCF b. Benefit of the study to OCF (include concrete deliverables to OCF) E. Dissemination of findings 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	**APPENDICES** • 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: _____