

PROPOSED STUDY APPLICATION¹

PART I	
1 TITLE OF PROPOSAL	
2 PRINCIPAL INVESTIGATOR INFORMATION	
Name: _____	Degree(s): _____
Title: _____	Agency: _____
Address: _____ _____ _____	Phone: _____
	Email: _____
3 ALTERNATE CONTACT INFORMATION	
Name: _____	Phone: _____
Title: _____	Email: _____
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 ERC Leadership Team via email: 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 Primary Investigator 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:** _____