

VIRGINIA DEPARTMENT OF CORRECTIONS
RESEARCH AND MANAGEMENT SERVICES UNIT
EXTERNAL RESEARCH PROJECTS

RESEARCH PROPOSAL

I. RESEARCHER INFORMATION.

A. Principal Researcher:

B. Address:

C. Affiliation:

D. Telephone: Office - ()
Home - ()

E. Project Supervisor (if different from A.):

F. Funding Source:

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| Note: This is a sample outline to use as a guide in completing your Research Proposal. |
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II. PROPOSAL INFORMATION.

A. Date Proposal Submitted to P, E & C Unit:

B. Title:

C. Purpose:

D. Methodology:

E. Time frame:

F. Department Resources Required:

III. ENDORSEMENTS.

A. Necessary only if this is a student research project.

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RESEARCH AGREEMENT

This research agreement is submitted with the research proposal. The following is filled in by the researcher.

Project Title: _____

Project Starting and Ending Dates: _____

Date Preliminary Report Due: _____

Date Final Report Due: _____

I, the undersigned, hereby do affirm that I and all of my research staff have read, understand, and agree to abide by the Commonwealth of Virginia Board of Corrections' *Regulations for Human Subject Research* (Effective January 12, 1995).

(Name of Principal Researcher)

(Title)

(Academic/Professional Affiliation)

(Street Address)

() _____
(Telephone)

(City, State, ZIP)

(Signature of Principal Researcher)

(Date)

(Signature of Advisor, if applicable)

(Date)

(Signature Research and Management
Services Manager)

(Date)

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VOLUNTARY INFORMED CONSENT

This study, entitled “Career Development Among Correctional Officers: An Analysis of Predictive Factors” [***Title of Study***], is being conducted by Dr. John F. Doe [***Name of Person Conducting Study***], Assistant Professor of Administrative Science [***Title of Person Conducting Study***], State University [***Affiliation of Person Conducting Study***]. The purpose of this study is to determine whether there are factors in the backgrounds of correctional officer candidates which predict career success [***Purpose of Study***]. Information obtained from this study will be used to help recruit, train and retain officers in the Department’s career service [***Benefits of Study***].

Participants in this project will be asked to complete a questionnaire containing thirty items asking about their decision to enter correctional work, and to identify both positive and negative features of their careers to date [***Study Procedure***]. Your participation will require about 45 minutes [***Time Requirement***]. Answers will be available only to the researchers, retained in their files [***Confidentiality***], and will be given a code in place of names [***Anonymity***]. Your participation is voluntary and you may withdraw at any time without prejudice [***Voluntary Participation***]. No risk to the subject is anticipated, but some questions may result in mild stress or psychic discomfort [***Hazardous Risk***].

The researcher will be available to discuss the project’s objectives or procedures during or after completion of the questionnaire [***Answer Inquiries***].

I AGREE to participate in this study.

I DO NOT WISH to participate in this study.

Signature of Participant

Date

Witness

Date