



State of Delaware
Department of Correction
Research Request Form

Name:

Organization:

Job Title:

Email Address:

Phone:

Address:

Title of Research Project:

Is this research required to satisfy an academic requirement (i.e. Master Thesis or Doctoral Dissertation)?

Yes

No

If yes, Please provide the following information regarding your research advisor:

Name:

Title:

School:

Phone:

Email Address:

Address:

Funding Source:

Have you received Institutional Review Board (IRB) Approval?

Yes

No

If yes, please attach IRB Approval to your application.

In the space below, please list your qualifications to conduct the proposed research. This may include previous research projects, academic concentration, or other related information that documents your qualifications. Attach curriculum vitae if available.

Please attach your research proposal. The proposal must include the following sections:

- I. Overview: Please identify the specific topic, issue or problem under study, why it is important and describe the overall research approach. This section includes: 1) the purpose of the research, 2) the specific research questions and hypotheses, and 3) a brief review of previous research and theory on the topic and how your study relates to work in this field.

- II. Design:
 - A. Describe in detail how the study will be conducted. This should include: 1) research population (e.g. inmates, staff, demographic variables), 2) the specific research methods (e.g. surveys, interviews, observations), and 3) a brief review of proposed methods of data analysis and reporting. Please provide a copy of the instrument you will use to collect the data.

 - B. Provide a breakdown of costs/resources required to successfully conduct the proposed project. Detail what resources/support will be needed from DOC, including staff time, escorts at prison facilities, etc.

 - C. Outline a projected research time frame as well as any other pertinent information necessary.

 - D. Discuss the expected outcomes of the study and how the results will be disseminated. Also explain how the Delaware Department of Correction could benefit from this type of research.

The Delaware Department of Correction (DOC) reserves the right to modify or deny any research request. Please review Policy 6.9 Research Activities (http://www.doc.delaware.gov/downloads/policies/policy_6-9.pdf) for DOC research processes and procedures before submission. We strongly encourage researchers requesting to do research with the DOC to contact Joanna Champney, Chief of Planning and Research, and set up a meeting to discuss the project prior to submitting a research proposal.

Review Process

The Chief of Planning and Research will review research documents submitted and will convene a multi-disciplinary committee to review the research plan, if appropriate. If approved, the researcher will be issued a letter from the Commissioner signifying approval.

Submit all research requests electronically to Joanna Champney at Joanna.Champney@state.de.us.

State of Delaware
Department of Correction
245 McKee Road
Dover, DE 19904
Telephone: (302) 739-5601