

DoDEA Research Request Checklist

The following lists all the required documents that must be reviewed and submitted with your research request. Please check off each item in your packet and **include the checklist with your submission**. Complete applications should be emailed to Research@dodea.edu.

Incomplete research packets will be returned to the requestor without further processing.

Requestor Name (Last, First):

I have read and understand the research request process and requirements as specified in DoDEA AI 1304.01, "Research Request Program." Please sign:

1. Research Request Forms (DoDEA AI 1304.01, 3.1 and 3.2; ALL are required BEFORE applications will be reviewed)

- ☐ Research Study Request (Form 1)
- ☐ Research Agreement (Form 2)
- ☐ Research Sponsor (Form 3)
- ☐ Principal/Superintendent form (Form 4)
- ☐ OUSD Researcher Responsibility Form
- ☐ Researcher CITI training certificate (Office of the Undersecretary of Defense must be listed as the Affiliation)
- ☐ Consent forms (if applicable; REQUIRED for participants ages 18 and older)
- ☐ Assent forms (if applicable; REQUIRED for participants under the age of 18)
- ☐ Researcher resume or curriculum vitae

2. Documentation of Research Sponsor for Student Research (DoDEA AI 1304.01, 3.1.d; ALL are required BEFORE applications will be reviewed)

- ☐ Research sponsor letter of support (see DoDEA AI 1304.01, 3.1.d.2)
- ☐ Research sponsor resume or curriculum vitae
- ☐ Research sponsor CITI training certificate

3. Institutional Review Board Documentation (DoDEA AI 1304.01, 3.3; complete IRB documentation is required BEFORE permission to conduct research will be granted)

- ☐ IF APPLICABLE: Documentation of need for DoDEA conditional approval before IRB review will be conducted (DoDEA AI 1304.01, 3.3.a.1)
- ☐ Final approved IRB application (no conditions or stipulations)
- ☐ Documentation of all IRB application revisions and responses
- ☐ Institutional Review Board approval letter (please see DoDEA AI 1304.01, 3.3.a.2.b for requirements)

IRB Federal Wide Assurance number (<https://ohrp.cit.nih.gov/search/search.aspx?styp=bsc>):

4. IF APPLICABLE: Survey, Interview or Focus Group Research (please see DoDEA AI 1304.01, 3.4)

Survey, interview or focus group research requires additional reviews and approvals. Final approval from DoDEA for survey, interview, or focus group research projects will not be granted and these projects may not begin until written approvals from external reviewers is submitted to DoDEA and DoDEA issues a letter providing authorization to begin research efforts. Researchers will be informed, in writing, by the DoDEA Human Research Protections Official of the external reviews that will be necessary for approval.

I understand the requirements for conducting survey, interview or focus group research in DoDEA. Please initial: