

Proposed Research Project Summary

1. **Date:**
2. **Project Title:**
3. **Principal Investigator:** [Include contact information]
4. **Affiliation(s) and/or Sponsor(s):** [Also, describe the status of any interaction with a Community-Based Care Lead Agency (CBC) or service provider, including the level of support, and whether the project was initiated by the Department or the CBC]
5. **Proposed Project Time Frame:** [When does the requestor want to start and end the project? Please note that research cannot begin until Department approval is granted.]
6. **Funding Source(s):** [If federal or state government, provide the specific source.]
7. **Other Key Project Participants and Contacts:** [Include contact information]
8. **Institutional Review Board:** [Include the name and FWA number of the Institutional Review Board that approved this research project.]
9. **Project's research question:**
10. **Population to be involved in project activity:** [Please describe the connection of the selected population to the Florida Department of Children and Families. Include location, age, characteristics that led to inclusion in project, etc. Is this statewide, or restricted to certain geographic areas?]
11. **Proposed interaction with subjects:** [Survey, focus group, interview, observation, intervention, etc. If project is data only, describe what is to be collected, including specific data elements sought, frequency, etc.]
12. **Is there any potential workload, including data extraction, for the Department or Community-Based Care Lead Agency or service provider staff? If yes, describe.**
13. **Does research require a Data Sharing Agreement or similar agreement? If yes, please provide the completed and signed agreement or explain what needs to be done to secure the agreement.**
14. **Please describe in detail the project's approach, methodology, and expected outcome or results.**
15. **If the project involves the use of specific interventions or control group(s), or otherwise includes any aspect where certain subjects in the project might experience different treatment or receive additional supports, please describe the rationale and necessity for the approach.** For example, is this an evaluation of a grant project that has been funded for a restricted set of participants but all participants will benefit from the grant? Or, is it an analysis of data about subjects who are in pre-existing situations, whether different or similar? Or, has the project chosen to randomly assign participants to treatments/control groups that might be perceived as "better" or "different" for the purposes of experimental design?

16. **What level and type of risk, either emotional or physical, is there to the subjects as a result of participating in this project? If there is risk, how will it be minimized?**
17. **Describe the intended use of the project.** For example, publication, dissertation, grant support?