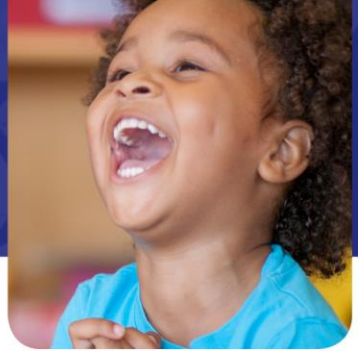




PROCESS FOR REVIEWING AND APPROVING EXTERNAL RESEARCH REQUESTS

09.04.2018

BACKGROUND

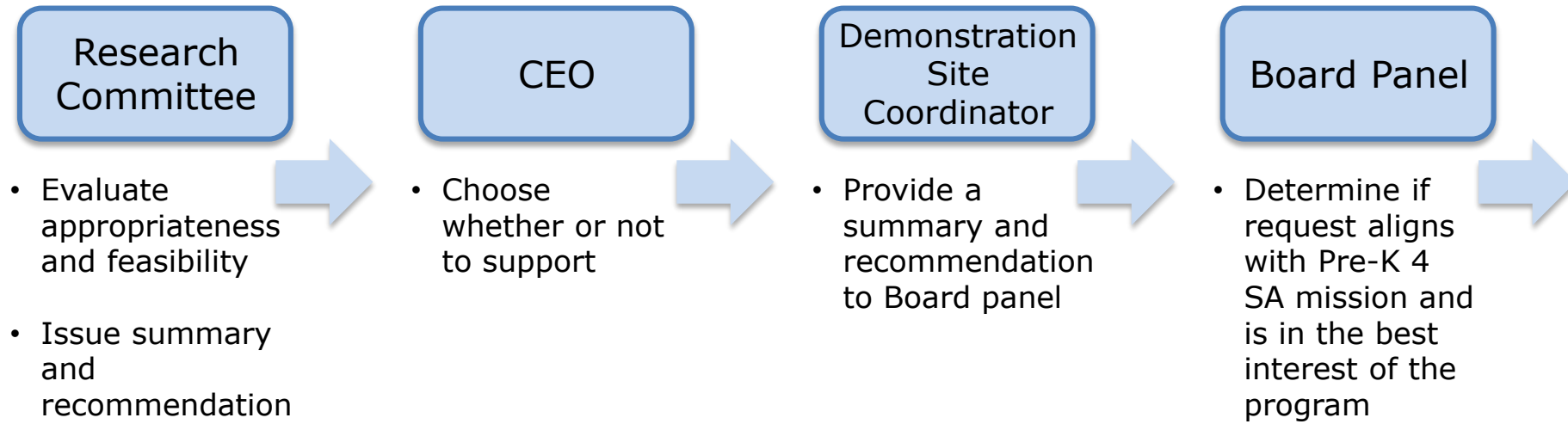


- Pre-K 4 SA has received limited external requests to conduct research.
- Staff anticipates an increase in requests and was tasked with developing a formal process to review and approve.

OVERVIEW



- The proposed process will include input and participation from a variety of representatives.





RESEARCH PROPOSAL REVIEW AND APPROVAL PROCESS



#1 PROPOSAL RECEIVED



Demonstration Site Coordinator:

- Meet with researcher to determine scope and logistics of study
- Share Pre-K 4 SA research protocol and parameters
- Create a logistical timeline of study
- Confirm timeline with researcher
- Assemble Pre-K 4 SA Research Committee

#2 INTERNAL REVIEW



Research Committee:

- Researcher provides synopsis of study and answers questions
- Committee discusses logistics, feasibility and fit for our program
- Committee will vote to deny, approve, or approve with changes
- Any changes will be made to the timeline and confirmed by researcher
- 100% approval of the Committee will be required for next step

#3 EXECUTIVE REVIEW



CEO:

- Demonstration Site Coordinator writes up synopsis and recommendation of Research Committee and emails to CEO.
- If CEO approves, recommendation forwarded to Board panel.

Board Panel:

- Panel reviews synopsis and recommendation to determine fit with Pre-K 4 SA's mission and values.
- 100% approval by Research Panel required.

#4 ISSUE DECISION



Demonstration Site Coordinator:

- Drafts letter of support or denial for CEO approval
- Reviews and retains a copy of University IRB approval, Human Subjects training certificate, and any Pre-K 4 SA required clearances
- Works with Center administration to set up logistics
- Serves as point of contact between researcher and Pre-K 4 SA



QUESTIONS?