

**VIRGINIA DEPARTMENT OF JUVENILE JUSTICE**  
**Research Agreement**

All research involving juveniles, families, or staff of the Virginia Department of Juvenile Justice (DJJ) or a Board of Juvenile Justice-regulated facility, program, or service must adhere to DJJ's regulation and procedure governing research and the following requirements:

The proposed research project, listed on the subsequent page, shall begin only when all necessary reviews are complete; the Principal Researcher(s), the Student Researcher (if applicable), the DJJ Coordinator of External Research, and the DJJ Director or designee have signed this agreement; the study has been approved by an Institutional Review Board (IRB); and the DJJ Coordinator of External Research has confirmed receipt of the IRB approval letter.

Progress reports are due at the frequency indicated below to the DJJ Coordinator of External Research for the duration of the project. At the time of the progress report submissions, DJJ will review the progress and determine continued approval. Approval may be revoked at any time if DJJ determines the regulatory requirements, the procedure governing research, or the approved research protocol have not been followed. A final report and executive summary must be submitted electronically to the DJJ Coordinator of External Research.

Any changes to the approved protocol (including procedures, forms, scripts, surveys, etc.) must be submitted to the DJJ Coordinator of External Research and approved by DJJ before being implemented. DJJ also requires ongoing approval by an IRB for the duration of study, and all correspondence with the IRB should be forwarded to the DJJ Coordinator of External Research as they occur. Approval by an IRB does not supersede approval by DJJ; approval by both parties is required before implementation of the study and any changes to the study.

DJJ requires all protocol violations, including (but not limited to) the reporting of adverse events, sponsor- or IRB-imposed protocol suspensions, protocol deviations/violations, confidentiality breaches, and participant complaints be reported to the DJJ Coordinator of External Research. Reports must be submitted within five business days of the investigator's knowledge of the incident. The report should include relevant dates, times, locations, personnel involved, event details, and actions taken and planned. Based on DJJ's determination of the level of risk or harm to participants or others, DJJ may take any or all of the following actions:

- Require the investigator to submit a report to their IRB, copying DJJ on all correspondence;
- Temporarily halt research activities until a corrective action plan can be approved and implemented; and/or
- Revoke approval of the research in whole or part.

Unless waived by the director or designee, all external articles, reports, and presentations made from the data collected shall include the statement, "The findings of this study are the responsibility of the researchers, and cooperation by the Virginia Department of Juvenile Justice in facilitating this research should not be construed as an endorsement of the conclusions drawn by the researchers." All external articles, reports, and presentations shall be submitted to the Coordinator of External Researcher as indicated below.

Consistent with professional standards, DJJ shall be permitted to use and reproduce information and materials from the research study.

I, the undersigned, hereby affirm that I and my research staff have read, understand, and agree to abide by the requirements listed above and the DJJ regulation and procedure governing research.

Research Project Title:
Principal Researcher(s):
Student Researcher (if applicable):

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Signature of Principal Researcher (primary) \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Co-Principal Researcher (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Student Researcher (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

*Scan and email the completed Research Agreement, the Research Proposal Summary with attachments, and signed Confidentiality Agreements for each individual accessing data to the DJJ Coordinator of External Researcher (Dhara Amin) at Dhara.Amin@djj.virginia.gov.*

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**Completed by DJJ:**

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Signature of Coordinator of External Research \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Director or Designee \_\_\_\_\_ Date \_\_\_\_\_

Date of Approval: \_\_\_\_\_ First Progress Report Due: \_\_\_\_\_

Progress Reports Due:  Annually  Bi-Annually  Quarterly

Endorsement Statement Required – All external articles, reports, presentations, and publications must be submitted to the Coordinator of External Research within 30 days of the publication/presentation date.

Endorsement Statement Waived – All external articles, reports, presentations, and publications must be reviewed and approved by DJJ prior to release. Materials must be submitted to the Coordinator of External Research at least 30 days prior to the anticipated submission date.