

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

All research involving juveniles, families, or staff of the Virginia Department of Juvenile Justice (DJJ) must adhere to 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.

A final report must be submitted electronically to the DJJ Coordinator of External Research. Annual progress reports must be submitted to the DJJ Coordinator of External Research at least one month prior to one year from the date of approval listed below. At this time, DJJ will review the progress and determine continued approval. Approval may be revoked at any time if DJJ determines its procedures governing research or the approved research protocol have not been followed.

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 Institutional Review Board for the duration of study, and all correspondence with the Institutional Review Board should be forwarded to the DJJ Coordinator of External Research as they occur. Approval by an Institutional Review Board does not supersede approval by DJJ; approval by both parties is required before implementation of the study and any changes.

DJJ requires reporting to the DJJ Coordinator of External Research 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. Reports must be submitted within five working 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, the following actions may be taken:

- 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
- 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 be submitted electronically to the department and 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."

DJJ shall be permitted to use the data collected in the course of the research and, consistent with professional standards, to reproduce the materials as they are published.

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 procedures 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 (Jessica Schneider) at [Jessica.Schneider@djj.virginia.gov](mailto:Jessica.Schneider@djj.virginia.gov).*

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**To be Completed by DJJ:**

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Signature of Coordinator of External Research Date

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Signature of Director Date

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