

**STATEMENT OF AGREEMENT BETWEEN  
RESEARCH APPLICANT AND  
THE DEPARTMENT OF BEHAVIORAL HEALTH**



**Research applicants agree to the following conditions to:**

1. Conform to the ethical guidelines set forth in the APA's *Ethical Principles*, which can be obtained without cost from <http://www.apa.org/ethics/code2002.html>.
2. Immediately report any client concerns or complaints to the Department's Office of Patients' Rights, and simultaneously inform the Chair of the Research Review Committee (RRC).
3. Immediately inform the Research Review Committee of unexpected complications that may occur during the course of the research.
4. Inform the RRC of any proposed changes in research design or methodology, and not implement those changes without RRC approval.
5. Maintain all DBH-derived data and information in a secure and confidential manner, protecting both information that could identify clients and data that have research value.
6. Send monthly reports of the project's progress to the Department staff assigned to monitor the research, with a copy to the Chair of the Research Review Committee. (This may be done by email.)
7. Provide a copy of the project's final report, thesis or dissertation to the Research Review Committee within 60 days of project completion. In the event the project is terminated before completion, an explanatory report must be made to the Committee within 30 days of project termination.
8. Provide copies of all raw data, including data tables and spreadsheets kept in electronic format, to the Chair of the Committee, within 60 days of project completion or 30 days of termination, as applicable.
9. After conclusion or termination of the project, securely preserve and/or destroy all DBH-derived data and information in accordance with ethical and legal guidelines.

**SPECIFIC ASSURANCE OF CONFIDENTIALITY**

"As a condition of doing research involving persons who have received services from the Department of Behavioral Health, San Bernardino County, California, I agree not to divulge any information obtained in the course of such research to unauthorized persons and not to publish or otherwise make public any information regarding persons who have received services in a way that the person who received services is identifiable. I understand that video and/or audio recording of clients requires special committee approval and signed consent to that effect by the client. I recognize that unauthorized release of confidential information may make me subject to civil action under provisions of California's Welfare and Institutions Code."

**I agree to abide by the conditions set forth above, and understand that failure to comply may result in the termination of my project, notification of my sponsoring agency or school, and referral to ethics committees and legal authorities, as appropriate.**

**Title of Research Proposal:**

**Estimated Completion Date:**

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date