

## Application Submission Checklist

**Title of Project:**

---

**Researcher :**

---

Because DBH receives many requests for data, access to clients, and research support, a structured approach to handling these requests has been developed. To ensure your application receives prompt, careful attention, please use and submit this checklist with your application packet.

<ol style="list-style-type: none"> <li>1. If you are a student, your application packet includes a letter from your advisor or instructor clearly indicating that your proposed research (A) has been reviewed and (B) meets the research standards of your university.</li> <li>2. Your proposal specifies your research design and shows why it is the appropriate design for this kind of research.</li> <li>3. Your literature review is no longer than necessary to show that the research you propose is (A) important (B) derives from previous research activities, and (C) will likely contribute new knowledge to the field.</li> <li>4. If your design requires statistical procedures, you have consulted with people knowledgeable in this area to ensure that you have chosen the right statistic.</li> <li>5. If you are using a research hypothesis, it is clearly stated.</li> <li>6. You have already consulted with DBH staff at the sites you are interested in using in your research.</li> <li>7. You have built enough time into your research design that you will not likely run into serious time pressures due to the lengthy review and authorization processes at DBH.</li> <li>8. If your research will involve direct contact with clients, you have prepared and attached a comprehensive <i>Consent to Participate</i> form that satisfies legal and ethical requirements.</li> <li>9. You have carefully considered potential risk factors and included in your application packet detailed information about how these will be managed.</li> <li>10.</li> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> <li>15.</li> </ol>	<p>Yes    N/A</p>
---	-------------------