

# Department of Public Safety and Correctional Services

**INSTRUCTIONS**

**FOR COMPLETING THE “RESEARCH APPLICATION” FORM (next page)**

Completed applications should not exceed four printed pages. Applications will be returned if all requested information is not provided. Receipt of application will be acknowledged within five working days, but allow at least 60 days after receipt for a formal response.

**Questions?** Contact Sean P. Rosenmerkel (sean.rosenmerkel@maryland.gov)

**1. Researcher’s Name:** List the full name of the primary researcher first. This will be the project’s contact person. Then list any other individuals who will help conduct the research.

**2. Title and Work or School Affiliation:** Identify the primary researcher’s work title or student status (undergraduate or graduate), and business, organization, or school affiliation.

**3-5. Mailing Address, Telephone Number, Email:** Mailing address, telephone number, and email address of the primary researcher.

**6. Title of Research Study:** Official or working title of the project.

**7. Main Research Hypothesis and Purpose of Study (why it will advance knowledge or practices in the criminal justice or related fields):** This should be a brief narrative that clearly outlines the need for your research and why its findings and conclusions would be considered important or useful. If applicable, include a statement as to the benefit the Department might obtain from the study and/or its results.

**8. Methodology(ies):** This should be a brief narrative that clearly outlines, in general chronological order, the essential and quantifiable details of how you plan to conduct your research. Include, e.g., estimated N size (number) of your sample/subject/control population(s); time, equipment, location, or other requirements for subject interviews or surveys; timeframes for the sequential steps in your research; how data received from the Department and from other sources will be analyzed/used to reach conclusions; how confidentiality will be maintained, etc.

**9. DPSCS Data or Cooperation Required:** Describe the departmental data your research needs, or specify the data elements and system name(s) if known; specify/quantify other departmental resources required (e.g., staff time and/or assistance, facility space, etc.).

***NOTE:***As of March 2011, the Department of Public Safety and Correctional Services continues to be unable to support the portion of any new Research Application whose methodology includes interviews of inmates held in a departmental facility (Division of Correction, Division of Pretrial Detention and Services, or Patuxent Institution), because of the costs incurred to provide security; the Department may not accept monies from researchers to compensate its staff for this purpose. Likewise, the Department continues to be unable to support research requiring special programming to provide historical or current correctional data about sentenced inmates, due to staffing limitations.  The Departmental Research Committee retains discretion to determine if these limitations absolutely preclude support of a Research Application, or if other options exist sufficient to enable approval of a Research Application on a limited basis.

**10. Funding Source, if any:** Name the source of funding you have received, or to whom you are applying. If this application is requesting a “letter of support” to use as part of a research funding request, include the deadline date (allow at least 60 days from submission). *(NOTE: there are fees associated with certain data requests, and cost recovery may be required for extensive use of departmental resources.)*

**11. Study Duration:** Identify the anticipated start and end dates, and any critical interim (milestone) dates.

**12. Publication Intentions:** Describe how you will disseminate/use your research findings and conclusions, e.g., publication in professional journal(s), dissertation or thesis, classroom assignment, etc.

**13. Other Required Information:** *If applicable*: (1) Master’s and doctoral candidates must submit documentation of prior approval of the topic and methodology from the advisor or committee. (2) Researchers whose projects include a survey of inmates must submit a sample “Informed Consent” form and a copy of the survey. (3) Researchers whose affiliation requires IRB approval for certain kinds of research must submit documentation of same.

**14. Date:** Date you complete the application.



# Department of Public Safety and Correctional Services

# RESEARCH APPLICATION

(Submit this document in WORD; do not submit it as a PDF.)

Completed applications should not exceed four printed pages. Applications will be returned if all requested information is not provided. Receipt of application will be acknowledged within five working days, but allow at least 60 days after receipt for a formal response. Please mail or email the completed application, together with the Researcher’s résumé or curriculum vitae plus any other required documentation, to:

**Sean P. Rosenmerkel**

*Policy and Records Manager*, Office of Data, Policy and Grants

Department of Public Safety and Correctional Services

6776 Reisterstown Road, Suite 304

Baltimore, MD 21215

sean.rosenmerkel@maryland.gov

|  |  |
| --- | --- |
| **Date** |  |
| Primary Researcher |  |
| Other Research Partners |  |
| **Title of Researcher**  |  |
| **Work/School Affiliation** |  |
| **Mailing Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Title of****Research Study** |  |
| **Main Research Hypothesis and Purpose of Study**  |  |
| **Department Benefit** |  |
| **Methodology(ies)** |  |
| **DPSCS Data or Cooperation Required**  |  |
| **Funding Source, if any** |  |
| **Study Duration**  |  |
| **Publication Intentions** |  |
| **Other Required Information** |  |

Appendix A: List of Data Elements

Please list below each specific data element and type requested to fulfill this research request. The extent and feasibility of data points requested may impact an application’s approval. You may reference another attachment in this section if data points are already identified elsewhere.