**Principal Investigator**:

The following items/documentation is required for research supported and/or regulated by the Department of Justice. For any items that pertain to your research (i.e. marked “yes”), please verify that the appropriate protections are in place. Comments may be provided if necessary.

**National Institute of Justice Additional Requirements**

* A copy of all data must be de-identified and sent to the National Archive of Criminal Justice Data, including copies of the informed consent document, data collection instruments, surveys, or other relevant research materials.

**Bureau of Prisons Additional Requirements**

* At least once a year, the researcher shall provide the chief, Office of Research and Evaluation, with a report on the progress of the research.
* At least 12 working days before any report of findings is to be released, the researcher shall distribute one copy of the report to each of the following: the chairperson of the Bureau Research Review Board, the regional director, and the warden of each institution that provided data or assistance. The researcher shall include an abstract in the report of findings.
* In any publication of results, the researcher shall acknowledge the Bureau's participation in the research project.
* The researcher shall expressly disclaim approval or endorsement of the published material as an expression of the policies or views of the Bureau.
* Prior to submitting for publication, the results of a research project conducted under this subpart, the researcher shall provide two copies of the material, for informational purposes only, to the Chief, Office of Research and Evaluation, Central Office, Bureau of Prisons.​

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| **National Institute of Justice (NIJ) Funded Studies** | |
| **1.** **Yes**  **No** | Does the project have a privacy certificate approved by the NIJ Human Participants Protections officer? |
| **Comments** |  |
| **2. Yes  No** | Does the confidentiality section of the informed consent form include a statement that confidentiality can only be broken if the participant reports the probability of immediate harm to self or others? |
| **Comments** |  |
| **3. Yes  No** | Does the PI have signed Employee Confidentiality Statements for themselves and their research staff? |
| **Comments** |  |
| **4. Yes  No** | Does the project plan include documentation of the procedure for de-identification of all data, including copies of the informed consent document, data collection instruments, surveys, and other relevant research materials and transmission to the National Archive of Criminal Justice data? |
| **Comments** |  |
| **If the answer to any question above is “No,” the research is not allowable under NIJ guidelines.** | |

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| **Research Conducted Within the Bureau of Prisons** | |
| **1. Yes  No** | Does the project exclude *all three of the following*?   * Medical experimentation, cosmetic research, and pharmaceutical testing * Research that does not contribute to the advancement of knowledge about correction * Research which is incompatible with either the operation of the prison facilities or protection of human participants |
| **Comments** |  |
| **2. Yes  No** | Does the project observe the rules of the institution in which the research is being conducted? |
| **Comments** |  |
| **3. Yes  No** | Does the project exclude incentives to persuade inmates to participate other than snacks or soft drinks for consumption at the test setting? |
| **Comments** |  |
| **4. Yes  No** | If incentives are available to non-confined research participants, are participants both:   * No longer in Bureau of Prisons custody and * Participating in authorized research being conducted by Bureau employees or contractors? |
| **Comments** |  |
| **5. Yes  No** | Does the project plan include statements restricting when research information which identifies a participant is provided to any person without the participant’s written consent to release information.   * For example, research information identifiable to a particular individual cannot be admitted as evidence or used for any purpose in any action, suit, or oter judicial, administrative, or legislative proceeding without the written consent of the individual who the data pertains. |
| **Comments** |  |
| **6. Yes  No** | Does the project plan include physical and/or administrative procedures to be followed to:   * Ensure the security of any individually identifiable data that are being collected for the project and * Destroy research records or remove individual identifiers from those records when the research has been completed. |
| **Comments** |  |
| **7. Yes  No** | The researcher assumes responsibility for actions of any person engaged to participate in the research project as an associate, assistant, or subcontractor to the researcher |
| **Comments** |  |
| **8. Yes  No** | Does the informed consent form include *all of the following*:  Anticipated uses of the results of the research.  A statement that the inmate will be returned to regular assignment or activity by staff as soon as practicable.  A statement regarding the confidentiality of the research information and exceptions to any guarantees of confidentiality required by federal or state law.  A statement that participation in the research project will have no effect on the inmate participant’s release date or parole eligibility. |
| **Comments** |  |
| **If the answer to any question above is “No,” the research is not allowable under Bureau of Prisons guidelines.** | |

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| Principal Investigator: | Signature:       Date: |
| **IRB ONLY**  IRB Administrator | Signature:       Date Screening Completed: |