

STUDENT RESEARCH REQUEST PROTOCOLS

Submit all research proposals that request Los Angeles County Department of Public Social Services' participation and data via email at ResearchInquiry@DPSS.lacounty.gov or mail:

To:

Division Chief
 DPSS, Research, Evaluation and Quality Assurance Division
 Administrative Headquarters
 12860 Crossroads Parkway South
 City of Industry, CA 91746

Include the following elements:

- Cover letter introducing the student, educational institution affiliation, summary of the project, and expected benefit(s) for DPSS. Please include contact information and an e-mail address.
- Proposal document to include the following:
 1. Objective of the research project.
 2. Method (subject, study design, procedures, and measures).
 3. Applied for Institutional Review Board (IRB) Approval? (yes/no)
 4. Received IRB Approval? (yes/no)
 Note: If IRB approval has been received, please attach verification.
 5. Estimated demand for staff time and resources.
- Expected project timeline from start to finish with milestones.

Include the following elements if requesting copies of reports:

Students requesting published data/information such as program policies, departmental reports, and State reports that are not available on the DPSS website must include sufficient detail (date, name of the report, content) to allow DPSS to determine the availability of information.

Special Limitations for Student Research Requests:

- Students will not be given DPSS administrative data other than what is available in published [State reports](#) in aggregated form.
- Students will not be given access to applicants or participants.
- Students will not be given access to DPSS employees' personal identifiers.
- Students may have access to conduct surveys or interviews with DPSS employees if the research project is approved by the Department Head or REQAD Division Chief, whichever is appropriate.

DPSS staff shall:

- Acknowledge the student request within one (1) workday from the date received.
- Process all requests for published data/information that is not available on the DPSS website and coordinate research activities such as interviews within thirty (30) workdays.

Prior to submission of the research or class project, DPSS shall be provided an opportunity to review and comment to ensure the accuracy of the data/information.