

External 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

Research, Evaluation and Quality Assurance Division Administrative Headquarters

12860 Crossroads Parkway South

City of Industry, California 91746

Include the following elements:

- Cover letter should include the following information:
 1. Introducing the principal investigator;
 2. Institutional affiliation;
 3. Brief summary of project; and
 4. Expected benefit(s) for DPSS.

- Proposal document to include the following:
 1. Objective of the research project;
 2. Funding source(s);
 3. Method (subjects, study design, procedures, and measures);
 4. Applied for Institutional Review Board Approval? (yes or no);
 5. Received Institutional Review Board Approval? (yes or no);
 6. Estimated demand on staff time and resources; and
 7. Expected project timeline from start to finish with milestones.