

### **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](mailto: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.