


The RRC Process

1. Attend Research Review Forum (see schedule [here](#))

- Information session, which outlines the entire RRC process
- Attendance required within 1 year prior to submitting a proposal; helps to ensure awareness of current protocols
- Student researchers must also have a dissertation consult; contact researchreview@philasd.org to schedule

2. Submit a Proposal by the Monthly Deadline (see schedule [here](#))

- All requirements (forum, electronic copy, hard copy, money order) must be satisfied for RRC to review proposal (amendments require electronic copy only)

 **RRC sends email to researcher confirming receipt and providing assigned proposal #**




- Proposal is added to review roster

3. RRC Reviews Proposals and Amendments

If Necessary

4a. Additional Follow-Up is Needed:

This happens when:

- Additional information, clarification, or revisions are needed
 -  **RRC sends an email to researcher with follow-up items to be addressed**
- District program office support has not yet been confirmed
 - RRC contacts appropriate SDP program office for awareness and support of study
 -  **RRC sends an email to researcher to inform them that proposal is on hold while additional information is gathered**
- Requested data exist may not exist
 - RRC contacts appropriate SDP program office regarding existence and availability of requested data
 -  **RRC sends an email to researcher to inform them that proposal is on hold while additional information is gathered**

When Follow-Up Items are Resolved

4b. A Decision is Made:

- Approved
 - No outstanding questions/revision requests, study had adequate support, and data requested (where applicable) exists, is accessible, and can be provided
- Denied
 - Element(s) of study are too problematic to be solved by requesting additional information or revisions

5. RRC Sends Signed Decision Letter to Researcher by Email

If the proposal includes a request for data, the next step is to begin the Data Agreement (DA) process. An overview of the DA process is forthcoming.

What if there is a change to my study?

If the study approval was within 3 years, submit an amendment by the monthly review deadline, and repeat steps 2-5.

If additional information is not required