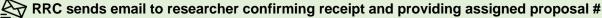
### 1. Attend Research Review Forum (see schedule <a href="here">here</a>)

- 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)



Proposal is added to review roster



# 3. RRC Reviews Proposals and Amendments



# 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.