

**LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

PROTOCOL FOR SUBMITTING RESEARCH PROPOSALS

All research proposals that request Los Angeles County Department of Public Social Services' participation and data must:

- Be submitted in writing to:

Division Chief
Research, Evaluation and Quality Assurance Division
Administrative Headquarters, West Annex
12820 Crossroads Parkway South
City of Industry, California 91746

- Include the following elements:
 - ❖ Name of person, group or institution that plans to conduct the research project;
 - ❖ Objective of the research project;
 - ❖ Type of research to be conducted;
 - ❖ Justification and sources for research information;
 - ❖ Funding source(s);
 - ❖ Benefits of the proposed research to Los Angeles County;
 - ❖ Research project time frame, i.e., how long will the project take and what time period will the data collection cover;
 - ❖ Nature of the data or other information that is being requested from the Department and the role of Department staff; and
 - ❖ Copies of all proposed survey forms, questionnaires or other materials that will be used in the research effort.