



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Wansley Walters

**Date:** 4/23/14

**Subject:** Institutional Review Board (IRB) Research Proposal Review Process

**Section:** FDJJ – 1609.01

**Originating Office:** Office of the Secretary

**Authority:** Florida Statutes 984.02, 984.06, 985.02 and 985.04

**Related References:** Related Department of Juvenile Justice (DJJ) Directives

**Purpose:** To establish oversight and research protocols through the establishment of an Institutional Review Board to protect youth involved with DJJ from risks due to research studies.

**Offices Affected by the Policy:** All offices within the Department and anyone wishing to do research within Department of Juvenile Justice programs and facilities.

### **POLICY STATEMENT:**

- The Department of Juvenile Justice Institutional Review Board (IRB) shall provide protection from risks due to research studies to youth involved with DJJ.
- The IRB shall consist of professionals from inside and outside the department. Representatives of Research and Planning, General Counsel, Health Services and Inspector General offices are mandatory members of this board.
- The IRB shall provide oversight to all research conducted within DJJ programs and facilities whether operated by DJJ or through a contract with DJJ or a grant that is administered by DJJ.
- The IRB shall review all research applications submitted to the Department and meet at least quarterly as a department-wide group to evaluate the risks of each proposal as well as to determine if the proposal meets the needs of the department.
- The IRB shall make recommendations to the Secretary to accept, reject or make changes to research proposals based on a thorough review by Board members.
- The IRB shall monitor ongoing research projects and review final products (articles, books), providing final products to the Department's Public Information Officer.

### **PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.