



System Improvement & Research Section
REPORTING AGREEMENT

Tracking Number
(Office Use)

Please mail along with the completed research request and agreement forms, research proposal, and all other required documentation.

Background

The use of DCFS data and other resources is a form of collaboration between DCFS and the researcher. As a learning organization we request compliance with the items below to conduct research with DCFS.

As conditions for DCFS approval of my research project I agree to provide:

1. Immediate written notification if changes occur to the project scope, schedule, research methodologies, sampling techniques, data elements, or data collection methodologies.
2. Documentation of IRB re-approvals for projects that extend beyond the approved project time duration.
3. Project status reports every six months covering completed and ongoing activities, six-month look-ahead, and any issues. Status reports will continue until the final report is received by DCFS.
4. An executive summary of the research findings and conclusions submitted no later than 60 days after the scheduled project completion date.
5. Written and electronic copies of a one-page abstract and final report submitted no later than 180 days of the project completion date. With DCFS approval, an interim report may be submitted if the final report is not completed within this time period. The interim report is not a substitute for the final report.
6. Copies of all publications resulting from the research project. An abstract will be submitted to DCFS for review prior to publication.

Initial each item above indicating your understanding and acceptance.

Research topic (enter below):

Researcher's name:

Position and organization:

Telephone number:

E-mail address:

Signature: _____

Date: _____

Faculty advisor (dissertation, thesis, or school project):

Position and organization:

Telephone number:

E-mail address:

Signature: _____

Date: _____

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