



Procedure

1. Complete the Research Review Committee's SHORT SCREEN PRE-APPLICATION FOR COLLABORATIVE RESEARCH. [Here's the link.](#)
2. You will be given an appointment to present your research proposal ***if the RRC approves your short screen pre-application review***
3. No data or access to Mary's Center participants will be shared with any party until the RRC approves the research proposal
4. Plan for at least 8-10 weeks lapse between your submission and review decision
5. If your proposal is approved, you will receive an official letter delineating our mutual agreement and steps forward
6. We expect a mid-term and final presentation of findings
7. Should we not hear from you within 12 months of approval, the research agreement will be declared over and ties will be severed immediately with the research project without the permission of use of any data.

Please be prepared to answer the following questions, as the RRC will review your proposal according to the following criteria:

- Is the research design and intention aligned with Mary's Center's mission, vision and values?
- Has the research proposal gained Institutional Review Board (IRB) approval? If not, what are potential risks or harm to subjects and/or agency?
- How and when will findings be shared with MC & research participants?
- Will any MC staff be a Co-Principal Investigator (PI) when appropriate?
- Will MC be able to co-author any future publication or collaborate in any media opportunity?
- How will MC be able to use the results to enhance programming?
- What is the financial gain for MC?
- What will be the time commitment for staff and/or participants?
- What are the space, supplies, or equipment requirements?
- Will you be accessing, receiving or exchanging PHI/PII for MC participants?