

IDOC Research Requests – Field Checklist

This checklist is a quick-reference guide for external researchers conducting studies with the Idaho Department of Correction (IDOC). It does not replace the full SOP (134.00.01.001).

1. Before Applying

- ☐ Ensure research aligns with IDOC mission and core values (rehabilitation, safety, accountability, respect).
- ☐ Confirm project does not involve medical or pharmaceutical experimentation.
- ☐ Prepare Institutional Review Board (IRB) approval or pending submission.
- ☐ Identify funding sources and anticipated costs/benefits.
- ☐ Prepare CVs for principal investigator, co-investigators, and all personnel requiring access.

2. Application Requirements

- ☐ Submit Research Application Request Form to Data.Requests@IDOC.Idaho.gov.
- ☐ Include IRB approval letter or expected approval date.
- ☐ Provide details on methodology, data elements, survey instruments, and consent forms.
- ☐ List all individuals requiring IDOC access (roles specified).
- ☐ Provide research timeline (start, end, milestones).
- ☐ Include applicant background information and supporting documents (e.g., advisor letters for students).

3. While Conducting Research

- ☐ Participation must be voluntary and free from coercion.

- ☐ Obtain informed or implied consent with clear explanation of purpose, risks, and benefits.
- ☐ Protect confidentiality – limit identifiers to those essential for the project.
- ☐ Comply with IDOC facility rules, visitor regulations, and any additional restrictions.
- ☐ Limit access to identifiable data to authorized DIG staff unless ROC-approved.
- ☐ Contractors cannot conduct research under their contract role; incarcerated/supervised individuals may only analyze de-identified data.

4. After Research

- ☐ Provide findings/reports to IDOC Data Innovation Group (DIG) and Public Information Officer.
- ☐ Submit final report for ROC review within 30 days of completion.
- ☐ Include required disclaimer in publications/presentations: findings reflect author(s), not IDOC policy.
- ☐ Comply with any IDOC requirements for data destruction if project is terminated or upon completion.