

Texas Department of Criminal Justice

Executive Services

Guidelines for Writing a Proposal

Information contained in this document serves as a guide to assist individuals wishing to conduct research in the Texas Department of Criminal Justice (TDCJ). Proposal requirements are noted under each of the specific types of research projects managed by the Executive Services Department. All research proposals must explicitly state how TDCJ will benefit from the research results.

If the proposed study involves the participation of human subjects (offenders), then the researcher must obtain approval by an Institutional Review Board (IRB) prior to submitting the complete application. Additionally, the IRB must also approve any survey documents or questionnaires used for the study along with the informed consent form used to obtain offender participation.

The approved proposal and attendant documents should accompany the research application and be forwarded to the address below:

Texas Department of Criminal Justice
Executive Services
Justin Brock
P.O. Box 99
Huntsville, Texas 77342-0099
(936) 437-6452
(936) 437-2125 - fax
justin.brock@tdcj.texas.gov

Academicians/Students:

At a minimum, the project documentation should contain the following:

- Project Overview (not to exceed 500 words)
- Project Details:
 - ✓ Purpose, Goals, and Objectives
 - ✓ Literature Review relevant to study topic
 - ✓ Research Design and Methodology
 - ✓ Management Plan
 - ✓ Timeline
 - ✓ TDCJ Data Request Form (if applicable)
 - ✓ IRB Approval (Confidentiality measures)
 - ✓ Benefits to the Texas Department of Criminal Justice

Medical Research:

- Copy of full Clinical Trial Protocol with regulatory approvals and identification of sponsoring entity
OR
- Project details as noted above for Academics/Students

Federally-Funded Studies:

- Copy of the proposal for which funding was awarded, in accordance with the program solicitation requirements