DEPARTMENT OF CORRECTIONS

Research and Evaluation Project Proposal Form

SECTION 1 – PROJECT NAME & SPONSOR; DEADLINE

Project Name:	**Project Sponsor:**
Date Submitted: (mm/dd/yyyy)	**Deadline: (mm/dd/yyyy)**
Work Unit/Location:	**Is deadline mandated?** ☐ **Yes** ☐ **No** **If yes, by whom:**

SECTION 2 – PROJECT NARRATIVE

Summary statement of the research or evaluation question:

Research method(s)/Procedure(s)

Which of the Department's goals or outcomes will the research address? (from Dept. Strategic Plan)

SECTION 3 – PROJECT RESOURCES

Resources you or your unit will dedicate to project	Resources that you need from Planning & Performance
☐ Staff contact, only	☐ Staff contact, only
☐ Data collection	☐ Data collection
☐ Report ☐ writing or ☐ editing	☐ Report ☐ writing or ☐ editing
☐ Research design	☐ Research design
☐ Data analysis	☐ Data analysis
☐ Other:	☐ Other:

SECTION 4 – PROJECT APPROVAL

/s/ _____ _____

(Division Head, Warden, or Dept. Commissioner) Date

Email completed form to: grant.duwe@state.mn.us