

ADMINISTRATIVE OFFICE OF THE NINETEENTH JUDICIAL CIRCUIT COURT  
OF LAKE COUNTY, ILLINOIS

# **Research Activities Policy**

## **Appendix A**

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REQUEST TO CONDUCT RESEARCH IN THE 19th JUDICIAL CIRCUIT COURT

12/13/2010

**REQUEST TO CONDUCT RESEARCH IN THE 19<sup>th</sup> JUDICIAL CIRCUIT COURT**

**DIVISION OF \_\_\_\_\_**

**COVER SHEET**

1. Preliminary Project Title: \_\_\_\_\_

2. Name of Person Making Request: \_\_\_\_\_

Organizational Affiliation: \_\_\_\_\_

Contact Information:

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

Email:

\_\_\_\_\_

3. Name of Principal Researcher: \_\_\_\_\_

Organizational Affiliation: \_\_\_\_\_

Contact Information:

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

Email:

\_\_\_\_\_

4. Purpose of Project (Brief Summary):

5. Anticipated Research Dates: \_\_\_\_\_

**REQUEST TO CONDUCT RESEARCH IN THE 19<sup>th</sup> JUDICIAL CIRCUIT COURT**

**DIVISION OF \_\_\_\_\_**

**POLICY COMPLIANCE AGREEMENT**

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**For the Principal Researcher:**

I have reviewed the policy governing research activities in the Nineteenth Judicial Circuit Court of Lake County, Illinois and agree to abide by the procedures as outlined in this document in conducting the proposed research project and in distributing research findings. I also agree to comply with the research conditions as cited by the Senior Management Team and the Director of the Division of \_\_\_\_\_.

I will also comply with all State of Illinois and federal laws and all Nineteenth Judicial Circuit policies and procedures pertinent to conducting the proposed research.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For the Research Advisor (Student Submissions ONLY):**

I have reviewed the policy governing research activities in the Nineteenth Judicial Circuit Court of Lake County, Illinois. My signature below indicates that I have reviewed my student's research proposal and agree that it meets all requirements as stated by the Nineteenth Judicial Circuit and stands as a quality research proposal representative of this college/university.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For the Employee's Supervisor (Nineteenth Judicial Circuit Staff Submissions ONLY):**

I have reviewed this proposal and approve this research study. This employee has agreed that this research project will not conflict with his/her scheduled work hours (or has agreed to modify his/her work hours to accommodate the needs of this research project) and that he/she will reimburse the Nineteenth Judicial Circuit for any costs incurred to the organization as related to this research project. This research project is for academic credit only and is not intended for personal financial gain of the employee.

Supervisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**REQUEST TO CONDUCT RESEARCH IN THE 19<sup>th</sup> JUDICIAL CIRCUIT COURT**

**DIVISION OF \_\_\_\_\_**

**PURPOSE OF THE PROJECT**

1. Project Intent:

2. Statement of Issue to be Addressed:

3. Goals and Objectives:

4. Expected Benefits:

**REQUEST TO CONDUCT RESEARCH IN THE 19<sup>th</sup> JUDICIAL CIRCUIT COURT**

**DIVISION OF \_\_\_\_\_**

**PROJECT BACKGROUND**

1. Literature Review:

2. Citation List:

**REQUEST TO CONDUCT RESEARCH IN THE 19<sup>th</sup> JUDICIAL CIRCUIT COURT**

**DIVISION OF \_\_\_\_\_**

**RESEARCH METHODS**

1. Sampling Strategy:

2. Data Collection:

3. Data Analysis:

**REQUEST TO CONDUCT RESEARCH IN THE 19<sup>th</sup> JUDICIAL CIRCUIT COURT**

**DIVISION OF \_\_\_\_\_**

**RESEARCH ADMINISTRATION**

1. Vita of Principal Researcher: (attach)

2. Ethical and Professional Standards:

3. Protection of Human Subjects:

4. Provisions for Confidentiality:

5. Obtaining Informed Consent:

**REQUEST TO CONDUCT RESEARCH IN THE 19<sup>th</sup> JUDICIAL CIRCUIT COURT**

**DIVISION OF \_\_\_\_\_**

6. Project Timeline:

7. Resource Needs:



**ADMINISTRATIVE OFFICE OF THE NINETEENTH JUDICIAL CIRCUIT COURT  
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**CONFIDENTIALITY AGREEMENT**

Individuals conducting research at the 19th Judicial Circuit have an ethical and a legal obligation to keep confidential all information received from and/or about persons with whom the 19th Judicial Circuit is currently and/or was previously involved or otherwise has knowledge. All Principal Researchers (including student researchers) and Research Assistants are therefore required to sign this Confidentiality Agreement. Unauthorized disclosure of confidential information by such individuals could result in a fine and/or imprisonment and/or civil liabilities as prescribed by law as well as termination of the current and /or future research activities.

I hereby agree that I shall abide by this assurance of confidentiality and acknowledge and comply with the following stipulations:

1. I understand and support the 19th Judicial Circuit's firm commitment to the principle of confidentiality of case information.
2. I understand for the purposes of all 19th Judicial Circuit policies on confidentiality that researchers shall be defined as all current and former researchers.
3. I agree to keep confidential all information contained in the 19th Judicial Circuit records and shall only disclose such information as allowed by law or by 19th Judicial Circuit policy.
4. I shall safeguard from unauthorized disclosure all information retrieved from the 19th Judicial Circuit and/or 19th Judicial Circuit computers as well as any assigned password(s) used to gain access to any database.
5. I agree to consult with my 19th Judicial Circuit Research Liaison prior to disclosure if there is any question concerning the authority to release specific confidential information.
6. I understand that violation of the privacy rights of individuals through unauthorized discussion, disclosure, dissemination, or access to personal information could subject me to early termination of any research project as well as civil and/or criminal penalties.
7. I understand that possessing personal notes, records, duplicate files, or any information received from and/or about persons currently or previously involved with the 19th Judicial Circuit is prohibited and that case information is to be recorded in appropriate 19th Judicial Circuit records per 19th Judicial Circuit policy.
8. I understand that all information received from and/or about persons currently or previously involved with the 19th Judicial Circuit is the property of the 19th Judicial Circuit and that any such information will be relinquished to the 19th Judicial Circuit upon the completion of my research. De-identified data is to be destroyed or deleted upon conclusion of the research project.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE