



Neighborhood House Research/Project Requirements

- Participants must be informed of:
 - The organization or school you are representing.
 - Their right to refuse to participate without negative consequences.
 - The results will be shared with Neighborhood House, and their responses will not limit access to programming.
 - The goal of your research/project.
 - Your name, title, and another person to contact with questions or concerns.
- Methodology be designed to provide:
 - Maximum comfort for the respondents.
 - Minimal invasiveness for the respondents.
- Translations must be:
 - Reviewed by at least one person who is linguistically proficient and culturally competent to the group studied. Please do not assume that the participant has the ability to read in any language.
- Results must be:
 - Shared with Neighborhood House by giving Neighborhood House an electronic copy of your report and if asked, conducting a presentation.
 - Approved in writing by Neighborhood House if results are shared with organizations and other people outside of the class instructor or agency conducting the research.
- We need to be informed of and agree to financial compensation, incentives or contributions (drawing for gift certificate, food, etc) that will be offered, if any, to participants and the agency.
- Please expect a three to four week waiting period to receive feedback on your proposal.
- You will review and sign Neighborhood House's Confidentiality and Data Privacy Policy agreement before you start.
- Neighborhood House reserves the right to deny any proposals or terminate the project at any point. A written explanation of project denial or termination will be provided.



Research/Project Request Form

Name: _____

Instructor's Name (if applicable): _____ Title: _____

Email: _____

Instructor's email or contact information: _____

Phone: _____

Date: _____

Organization: _____

Connection to Neighborhood House: _____

Other individuals involved (Name, Title, Email, Phone)

1. _____

2. _____

3. _____

Focus of Research/Project or Research:

How will this research/project improve the agency, programs, individual participants, or communities we serve? _____

With whom will you be sharing the results? _____

Timeline: _____

Participants Requested (gender, ethnicity, age, etc.): _____

Methodology (How will you be collecting data?): _____

Compensation (Financial or Other): _____



What assistance will you need from Neighborhood House? _____

Staff: _____

Technology: _____

Space: _____

Other: _____

How will you address language or cultural barriers?

Who has reviewed your tools for language and cultural appropriateness?

**Attachments Required:*

1. *Tools, documents, or questions you plan to use in your research/project.*
2. *IRB/Ethics review*
3. *Assignment description (when relevant)*
4. *Other supporting documents*

**I have read and agree to the Neighborhood House Research/Project Requirements form:*

yes no

**I will share the results of my project with the Neighborhood House Research Committee and provide a copy of the final product on or before: _____ (date). yes no*

**Neighborhood House may use the results of my project to benefit the agency, taking care to provide me credit when credit is due. yes no*

Signature: _____



Mission

To help people, families and organizations develop the skills, knowledge and confidence to thrive in diverse communities.

Vision

Communities will embrace all people to create strong families and a bright future.

Values

Mutual Enrichment · Service · Cultural Diversity · Opportunity · Tradition · Civic Engagement

FOR STAFF USE ONLY

Date Received: _____ Date Responded: _____

Decision: Accepted Denied Changes Required

Comments: _____

Please submit form to: Sarah Lindeman at slindeman@neighb.org