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**Juvenile Court Judges’ Commission (JCJC) and**

**the Center for Juvenile Justice Training and Research (CJJT&R)**

**Data Request Form**

Please complete all sections of this Data Request Form and submit it to ra-oajcjcdata@pa.gov. If you have any questions regarding the completion of the form, please call 717.787.6910. Within two business days, a staff member will contact you to confirm receipt of your form.

**Today’s Date**\*:Click here to enter text.

**Proposed Project Title**\***:** Click here to enter text.

**Agency / Organization**\*Click here to enter text.

**Contact Name**\*:Click here to enter text.

**Address**\*:Click here to enter text.

**City**\*: Click here to enter text.

**State**\*: Click here to enter text.

**Zip Code**\*: Click here to enter text.

**Phone Number**\*: Click here to enter text.

**E-mail**\***:** Click here to enter text.

**Purpose of Request**

Please describe why you are requesting this data and how it will be used. When applicable, please include the research questions for your project and your plans for dissemination upon completion of the project.

Click here to enter text.

**Specific Data Request/Description**

Please provide a detailed description of the data requested, including any selection criteria

(E.g.,: all juveniles with a referral in 2013, all juveniles currently under supervision, juveniles with a case closed in 2010)

Click here to enter text.

**Returned File Format**

Unless stated otherwise, your data will be returned to you as an Excel file. If you need your data in a different format, please indicate the format here.

Click here to enter text.

**Preferred Completion Date**

Please understand we will make every effort to accommodate this request, but we cannot guarantee the data can be provided to you by this date.

Click here to enter text.

**IRB Approval**

Have you received IRB approval for this project yet? (Please select one)

[ ] Yes, I have already received IRB approval.\*

[ ]  No, but I have already applied for IRB approval.

[ ]  No, I have not initiated the process for IRB approval yet.

[ ]  No, my data request does not require IRB approval.

[ ]  I am not sure if I need IRB approval for this project.

\*Please submit a copy of the IRB approval letter and any other supporting documents.

**Statement of Data Use**

\*\*Please note it is strictly prohibited to use data provided by the Juvenile Court Judges’ Commission for investigations of specific youth. It is also strictly prohibited to use the data for any reason other than that outlined in this request, without express written authorization from the Juvenile Court Judges’ Commission. Please check the box below to indicate that you understand this restriction.

[ ]  I understand and will comply with the Juvenile Court Judges’ Commission’s policy that any data provided to me cannot be used for investigations of specific youth or for any other reason other than that outlined in this request.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have additional information related to this project, please attach it to this data request at the time of submission. This would include, for example, IRB documentation, a full research proposal, an abstract/proposed research design, an outline of data storage and management techniques, or proposed confidentiality techniques.**