See Also: LOM 7601

ACTION BY:	***ACTION:***
Researcher	1. **Drafts** a research protocol for the topic which includes: • Title • Project number (proposed) in the format LI-SFLX-FY-XX (e.g., LI-SFL8-17-02 for the second project started at the Southwest Laboratory) • Researcher(s) • Statement of work • Approach • Required equipment/materials • Time requested for study (not to exceed 40 hours) • Expiration date for the study (not to exceed 1 year from approval date) NOTE: The Research Protocol template is located on the Blank Forms section on the Office of Forensic Sciences Document Control Center (SFDCC).
	2. **Submits** research protocol for intra-laboratory approval. NOTE 1: Laboratory processes for internal approval may be defined locally. NOTE 2: If more than one laboratory is involved in the study, only one combined protocol is submitted for approval.
	3. **Provides** research protocol to the Laboratory Director (LD).
LD	4. **Submits** the research protocol to the Special Testing and Research Laboratory (SFL1) LD. NOTE: The Laboratory Management and Operations Section (SFM) technically reviews research protocols for digital evidence and latent print disciplines for approval.
SFL1 LD	5. **Reviews** protocol to ensure the proposal does not duplicate research efforts internal or external to DEA. 5a. **Responds** within 14 days to the submitting LD with comments for improvement, or rejection. NOTE: SFL1 may reject a research protocol if the proposal duplicates efforts. OR 5b. **Notifies** LD of approval.

6. **Assigns** a senior research chemist to mentor research efforts, if requested.

7. **Updates** the list of special studies on the SF website.

8. **Files** the research protocol according to the DEARIS file plan.

LD

9. **Approves** research protocol and establishes the start date with the researcher.

End of Document

Date Posted: 03/30/2018