See Also: LOM 7601

ACTION BY:	***ACTION:***
Deputy Assistant Administrator (DAA)	1. **Assigns** topics to one or more Laboratory Directors (LDs) with a 30-day deadline to respond with a research protocol. NOTE 1: The study may be assigned to a specific analyst with the concurrence of the responsible LD. NOTE 2: The DAA, or designee, may reassign the special study at any time.
LD	2. **Assigns** special study to a researcher.
Researcher(s)	3. **Drafts** a research protocol for the assigned topic which includes: • Laboratory • Researchers • Title • Statement of work • Approach • Required equipment/materials • Time requested for study NOTE: The Research Protocol template is located on the Blank Forms section on the Office of Forensic Sciences Document Control Center (SFDCC).
	4. **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.
	5. **Provides** research protocol to LD, or designee.
LD	6. **Submits** the research protocol to the Special Testing and Research Laboratory (SFL1) LD for approval. NOTE 1: SFL1 administratively reviews research protocols for digital evidence and latent print disciplines for approval. NOTE 2: The Laboratory Operations and Management Section (SFM) technically reviews research protocols for digital evidence and latent print disciplines for approval.
SFL1 LD	7. **Reviews** research protocol and responds within 14 days to the submitting

LD.

7a. **Approves** research protocol. **Updates** the SF website with special study details.

OR

7b. **Returns** research protocol, with comments for improvement, to LD. Submitting LD **returns** to Step #4.

8. **Notifies** submitting LD of approval via email and includes the following:

   - Project number in the format HI-SFLX-FY-XX (e.g., HI-SFL4-17-01 for the first project assigned to the Southeast Laboratory).
   - Number of hours assigned to the study.
   - Expiration and/or due date of the study.

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

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

    NOTE: Special study protocols require permanent retention.

LD

11. **Notifies** researcher(s) of decision.

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