See Also: LOM 7601
ADM Chapter 1, Sections 3 and 4.

ACTION BY:	***ACTION:***
Laboratory Director (LD), Deputy Assistant Administrator (DAA)	1. **Determines** the need for research or method development. 2. **Refers** topics to the Special Testing and Research (SFL1) laboratory director (LD).
SFL1 LD	3. **Assigns** the research or method development to a laboratory with a 30-day deadline to respond with a research protocol.
LD	4. **Assigns** the research or method development to an analyst.
Researcher(s)	5. **Drafts** a research or method development protocol for the assigned topic and includes: • Laboratory • Researchers • Title • Statement of work • Approach • Required equipment/materials • Time requested for study NOTE 1: See ADM Chapter 1 for quantitative method validation protocol. NOTE 2: The Research Protocol template is located on the Blank Forms section on the Office of Forensic Sciences Document Control Center (SFDCC). 6. **Submits** protocol for intra-laboratory approval. NOTE: Laboratory processes for internal approval may be defined locally. 7. **Provides** protocol to LD, or designee.
LD	8. **Submits** the research protocol to the 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	9. **Reviews** protocol and responds within 14 days to the submitting LD. 9a. **Approves** the protocol. **Updates** the SF website with special study details,

OR

9b. **Returns** the protocol to LD. Submitting LD **goes** to step #5.

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

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

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

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

    NOTE: Special study protocols require permanent retention.

LD

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

End of Document

Date Posted: 03/30/2018