



International Social Service USA Branch, Inc.

Research Request Form

Thank you for your interest in the International Social Service: United States of America Branch, Inc. Please complete the cover sheet below and attach on a separate sheet of paper, a project summary. Please be sure to answer all of the questions listed. Project requests will be reviewed by the Executive Director and a response will be given as soon as possible following a request.

Date: _____

Name: _____

Institution: _____

Address: _____

Phone number: _____
day time *evening*

E-mail: _____

Estimated time frame for project: _____

Please attach the responses to the questions below typed on a separate sheet of paper.

- 1) Please provide a brief description of your intended project.
- 2) What role will ISS-USA have in your project? Please be specific about what exactly our staff will be asked to do in order for you to complete this project. If you are using the ISS-USA archives, please be specific about which files you will be using, the time frame of files being researched, and what types of information you are looking for in the files.
- 3) What benefit will there be to individuals whom you wish to study, if any?
- 4) Are there any potential risks or risks to the group of individuals whom you wish to study?
- 5) What is your proposed time frame including a start and end date, and an approximate timeline of activities that will take place throughout the duration of this project? Please provide detailed information about the activities you expect to perform.
- 6) Please state the project's goals, objectives, and anticipated outcomes. How will you measure the project's success?
- 7) Are there any other partners in this project, such as other colleagues or other community agencies? How will efforts be coordinated? Who is ultimately responsible for the project if there is more than one partner? Please be sure to list all partners, their relationship to the project and relevant contact information.
- 8) How will information be disseminated about this project? How will information be shared directly with ISS-USA?

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Please sign your initials next to each paragraph and sign down below:

___ In applying to use the records of the International Social Service - USA, I hereby agree to maintain the confidentiality of all case records or illustrative material drawn from case records. I agree to omit in my note-taking any names or other identifying information (e.g., specific street addresses) that would identify a client or his or her relatives and acquaintances. I agree not to include names or other identifying information in any written or spoken communication, including publication, teaching, or conversation. I agree to not have any contact with any of the clients now, or in the future, either in writing, in person, or by phone. I agree that any photo copying of records will be approved and conducted by archives staff.

___ I agree to allow archives staff members to inspect my notes/copies, if so requested, before leaving the archives, to confirm that proper names and identifying personal information have not been included.

___ I agree to use a disclaimer provided by ISS-USA on all written and oral presentations of this project which reads: "Points of view in this presentation and/or document are those of the author and do not necessarily represent the official position or policies of International Social Service, United States of America Branch, Inc. (ISS-USA)"

___ I agree to acknowledge ISS-USA as a source of data and make the ISS-USA website address available when I write or present about this project. Please use the following: "The historical records of the International Social Service, United States of America Branch, Inc. (ISS-USA, located in Baltimore, MD) on which this study is based are held by the Social Welfare History Archives at the University of Minnesota (SWHA, in Minneapolis, MN). Permission for their use in this research project was granted by ISS-USA. For more information, see <http://www.iss-usa.org> and <http://special.lib.umn.edu/swha>."

___ I agree to share project results with ISS-USA, Inc.

___ I agree to have my name and project listed on the ISS-USA website.

Signed: _____
Name of Researcher

Date: _____

Signed: _____
Name of Executive Director, ISS-USA

Date: _____

Please direct all research requests to: Ms. Julie Gilbert Rosicky, Executive Director
22 Light St. Suite 200, Baltimore, MD 21202 or by email: jrosicky@iss-usa.org

Research requests are reviewed in the order in which they are received.

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