



Application to Conduct Research

Research includes all studies of educational programs in which pupils, teachers, principals, records, buildings, equipment, and other school facilities are used for the purpose of securing new information about educational and related programs.

Employees of the Liberty Public Schools who wish to conduct research as part of their normal job responsibilities (such as action research) are not required to obtain formal approval from the Director of Assessment, Evaluation, and Testing. Nevertheless, such research must have the approval of the building principal.

Other persons wishing to conduct research in Liberty Public Schools, including employees conducting research that extends beyond their normal job responsibilities, must make their request in writing. Research may not be initiated within the district without formal written approval from the Director of Assessment, Evaluation, and Testing. The research must provide direct benefit to Liberty Public Schools District that outweighs potential risks and be approved by the principals and teachers of any classrooms to be involved.

Timeline for Application Process

The request will be reviewed and a written response will be sent to the principal investigator typically within 2-6 weeks, depending on the scope of the request. All applications to conduct research or to request data must be submitted prior to the Liberty Public School's spring break to be considered for the current academic year. The review process will resume in August prior to the opening of school the following academic year.

Administrative Charge

Charges may be incurred if approved projects require additional district personnel time to provide data (e.g., merging test score files, extracting student demographics, etc.). These data-management tasks will be charged at a rate of \$50.00 per hour. Applicants will need to arrange payments before data will be released.

Other Conditions

- Persons conducting research in Liberty Public Schools must comply with Family Educational Rights and Privacy Act and guarantee the anonymity of individual children, schools, and school personnel in reporting the results, unless written approval is obtained from the parents of participating children, from the school principal, or the school personnel involved. All copies of written approvals from said parties must be copied and sent to the Director of Assessment, Evaluation, and Testing for district record keeping purposes.
- Final approval of any study will not be made until all measurement instruments have been reviewed and approved.

- Publications emanating from studies in the schools should acknowledge the contribution of Liberty Public Schools unless requests to the contrary are made, or unless the identification of the system would jeopardize future research efforts or school programs.
- If applicable, approval will be contingent upon Institutional Review Board (IRB) approval. Liberty Public Schools is aware that the IRB may require district approval prior to granting their IRB approval. The review committee will issue a letter stating that the letter can be used as verification of your project's approval contingent upon receipt of the IRB approval letter. A current copy of the IRB approval letter must be on file for the duration of the study.
- Upon completion of the study, a copy of the final report must be sent to the Director of Assessment, Evaluation, and Testing and relevant school principal(s). If your project spans one year or less, only the final report will be required.
- For projects lasting more than one year, at the end of each project year, a progress summary report is required. Please submit all progress reports to the Director of Assessment, Evaluation, and Testing.

Failure to comply with the above stipulations places the researcher at risk for continuing to conduct research within the Liberty Public Schools or approval of future projects.

An application to conduct research in the Liberty Public Schools may be obtained from:

Mr. Christopher B. Hand
Director of Assessment, Evaluation, and Testing
Liberty Public Schools
8 Victory Lane
Liberty, MO 64068
Phone: (816) 736-5320
Email: christopher.hand@lps53.org
<https://www.lps53.org/Page/3443>



Research Approval Process

The Director of Assessment, Evaluation, and Testing is the district designee for approving all proposed research studies, surveys, and internal evaluations within Liberty Public Schools. The district welcomes the opportunity to collaborate, conduct, and implement ongoing research that will benefit the lives of our students, staff, and community. However, as a district it is also important to ensure that our employees and students are not subjected to ancillary requests that do not have a direct or lasting benefit to Liberty Public Schools.

The Liberty Public Schools will review each application to conduct research and consider:

- 1) the rights and welfare of the students and employees involved
- 2) the appropriateness of the methods used to secure informed consent
- 3) the balance of risks and potential benefits of the investigation

Research is the systematic and objective analysis and recording of controlled observations that may lead to the development of generalizations, principles, or theories resulting in prediction and possibly control of events. Elements of quality research include:

- Reliable observation procedures
- A hypothesis that gives focus to the investigation
- Use of sampling methodology (a deliberate selection of participants or observations)
- Measurement procedures that are operationally defined

The review process may occur at two levels, depending on the scope of the project and degree of risk involved. An initial screening is completed by the Director of Assessment, Evaluation, and Testing to determine scope and whether there is potential for low, moderate, or high risk to students, staff, or the district. A district-wide review board selected by the Director of Assessment, Evaluation, and Testing may review selected research proposals. Criteria used to determine scope and risk are listed below:

- The number of staff, schools, and departments involved
- The level of public exposure to the research findings
- The potential for negative impact on students, staff, or the district
- The time and labor required of the district and its staff and/or students
- Alignment of the research with the district's mission

These criteria are only examples and are not intended to be an exhaustive list of issues related to determining the level of risk. Additional criteria may be used to evaluate the need for review by a review board. The district-wide review board will meet as needed to review and discuss selected projects. Meetings will be held to discuss the merits of the study, benefits to the district, and design and methodological concerns. The Director of Assessment, Evaluation, and Testing will handle all responses to the research proposals.

If the research request is not referred to a district-wide review board, the Director of Assessment, Evaluation and Testing will handle, who will make the recommendation for approval or

disapproval. The estimated response time for proposals requiring review by a review board is 4 – 6 weeks. The estimated response time for proposals not requiring review by a review board is 2 – 4 weeks.

Send the application with all required information to:

Mr. Christopher B. Hand
Director of Assessment, Evaluation, and Testing
Liberty Public Schools
8 Victory Lane
Liberty, MO 64068
Phone: (816) 736-5320
Email: christopher.hand@lps53.org

Ms. Lisa Johnston
Administrative Assistant - Department of Academic Services
Liberty Public Schools
8 Victory Lane
Liberty, MO 64068
Phone: (816) 736-5320
Email: lisa.johnston@lps53.org



Research Checklist and Approval

Date: _____

Submitted to: Christopher B. Hand - Director of Assessment, Evaluation, and Testing

Submitted by: _____

Research Proposal Title: _____

Principal Investigator(s): _____

Checklist

- Completed “Application to Conduct Research in Liberty Public Schools”
- Copy of “Informed consent” letter to study population/parents
- Copies of measurement instruments
- Approval from university human subjects committee (IRB) if applicable
- Three (3) copies of your complete application package

Approval of this research is contingent on adherence to district procedures as outlined in the document entitled “Application to Conduct Research” and the information provided with the application. The district must be notified of any substantive changes to the information contained in the application. The district reserves the right to withdraw approval of research if the research is deemed to no longer be in the best interests of the Liberty Public Schools students, staff, or the district.

Research Application: Approved Denied Date: _____

Signatures

Director of Assessment, Evaluation, and Testing

Principal

Principal



Application to Conduct Research in LPS 53

Name	Organization	Department	
Address	City	State	Zip Code
Phone Number	Fax Number	E-mail	

I have read and understand the process of application to conduct research in Liberty Public Schools. I also verify that the information provided in this application is accurate to the best of my knowledge.

Signature

X

Date

Is this study part of your work for a degree?

Yes No

If Yes, complete the following:

Ph.D. Ed.D. M.A./M.S

Undergraduate Other

University or College_

Date of IRB Approval (or date of application if pending)_

Advisor's Name

Advisor's Telephone Number

Attach a concise, yet thorough, response to each of the following items.

- 1. Title and purpose of study**
- 2. Timeline**
- 3. Benefits to the district**
- 4. Research Design Summary**
- 5. Assurance of anonymity of Liberty Public Schools students & staff**
- 6. Risks of the research**
- 7. District involvement**
- 8. Funding Sources**
- 9. IRB approval**