Mansfield Independent School District
Research Review Instructions

I. Documentation for Submission

The following documents are important for you to read if you intend to submit a research proposal for review.

Document Name	Content
1. Mansfield ISD Research Proposal- Instructions.pdf	This Document.
2. Mansfield Research Proposal – Form.pdf	The Form or format for your proposal.

II. Procedures and Policies

When you submit a proposal, you agree to abide by the district's procedures and policies.

The approval letter may contain further instructions which you must agree to follow in order to be in compliance with the district's policies. There is a two weeks turn-around time for most proposals after all required information has been submitted.

III. Research Proposal Form/Format

Follow the instructions below to complete the Research Proposal Form/Format and compile the needed documentation. (You can use the following checklist to ensure you have included all items with your submission).

Submissions will not be processed if incomplete. Include copies of all materials if submitting by regular mail.

(1) Complete all applicable items in the *Research Proposal Form/Format.*

(2) Include the "Informed Consent Form" you will use for the study. The informed consent form must comply with the Code of Federal Regulations, Title 45, Part 46 (Protection of Human Subjects). The form will reflect the nature of the particular study, but it must include sufficient information wherever applicable. Please refer to "informed Consent Forms" below.

(3) Include one sample of all forms, questionnaires, and tests that you plan to administer to district personnel or students for data collection; if instruments cannot be sent electronically, you must mail them separately.

(4) A detailed description of the proposed research methodology.

(5) The applicant may begin the research upon receiving written permission of the Assessment, Accountability, & Analysis Office. For research involving human subjects, conditional approval may be granted with the understanding that the researcher's Institutional IRB will provide a statement of approval or exemption before the actual research process begins.

IV. "Typing" the Proposal Form

The Proposal Form is a PDF form on which the user can type answers directly. Upon completion of answers, print the form, add the appropriate signatures, scan and email the form to EvansOnsongo@Misdmail.org.

V. Informed Consent Forms

If informed consent forms are required for your study, they must comply with the Code of Federal Regulations. Title 45, Part 46 (Protection of Human Subjects).

If your study involves underage participants, you must obtain parental consent. The parent or guardian must be informed about any information on their children that will be used in the study. For example, for a study involving a survey completed by the child and the child's class grades, the parent form must specify both sources of data.

Although the content of the form will reflect the nature of the particular study, it must include all of the following components, if applicable:

(a) language that is appropriate for the population intended;
(b) a header with the title of the study and the principal researcher's name and contact information;
(c) an explanation of the purpose of the research;
(d) a description of the procedures and the expected duration of the participant's involvement;
(e) the expected number of participants in the study;
(f) a description of any reasonably foreseeable risks or discomforts to the participant;
(g) a description of any reasonably foreseeable benefits to the participant or to others;
(h) identification of any procedures which are experimental;
(i) a disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the participant; for research involving more than minimal risk, an explanation as to whether any compensation or medical treatments are available, if injury occurs and, if so, what they consist of, or where further information may be obtained;
(j) a statement regarding the confidentiality of records identifying the participant;
(k) an explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject;

(l) a statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time;
(m) a statement that the particular treatment or procedure may involve risks, if any, to the subject (or to the embryo or fetus, if the subject may become pregnant), which are currently unforeseeable;
(n) anticipated circumstances under which the investigator may terminate participation without regard to the participant's consent;
(o) any additional costs to the subject's decision to withdraw from participation in the research;
(p) the consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;
(q) a statement that significant new findings developed during the course of the research, which may relate to the subject's willingness to continue participation, will be provided to the subject;
(r) space and lines for printed name, signature of participant, and date (include the child's and the parent's or guardian's names if the participant is underage). It must be clearly stated that the participant's signature refers to "Yes", I want to participate…."or "No, I do not want to participate…."

VI. E-Mail Submissions

Submit all required documents by email to EvansOnsongo@misdmail.org. All pertinent documentation must be received before final deliberations are issued.