

**SMSD ACADEMIC PROGRAMS
PROCEDURES FOR RESEARCH
STAFFORD MUNICIPAL SCHOOL DISTRICT**

The Stafford Municipal School District has a special interest in cooperating with persons wishing to conduct research, surveys, and studies within the schools. In keeping with the mission of the Stafford Schools, however, all proposals must be in the best interest of the students being served. Prior to the research, survey, or study, the district must decide that the data generated will be useful in its programming.

To be considered, a form for Research Proposals must be secured from Central Services, completed and typed along with other requested information, and returned for action. Consideration of proposals will be done in a timely manner in order of receipt. Directions for preparing the proposal are included on the form for Research Proposals.

Due to the volume of requests, the school district gives priority consideration to studies being conducted by doctoral students or by university faculty members involved in research. *Master's theses, and undergraduate papers and surveys are discouraged. However all proposals will receive strong consideration based on merit.*

The following factors should be considered in the preparation of a proposal for research:

1. Proposals must be compatible with the policies and regulations of the Stafford Municipal School District.
2. No students may be personally identified and reported as individuals within a study. There will be no recording, audio or visual, of students or staff. The use of test results, attendance and other personal data will be carefully limited.
4. The amount of time required from students or the professional staff will be a key-determining factor. Therefore, researchers should use small groups or samples whenever possible. Permission to use all schools or all students in a grade level is not possible.
5. No human subject will be subjected to experimental treatments (including medications or mind control) or control groups that will impede their learning rate or subject them to physical harm or discomfort.
6. No human subject will be subjected to electronic devices that may be attached or used by a subject that may emit radiation and/or electrical charges, e.g., X-rays, electrolysis, shocking or stunning devices, etc., and inordinate sound damaging high or low frequency sounds.
7. The potential value of the results of the research to the Stafford Municipal School District is necessary. Therefore, **a summary or copy of the results is required**. A copy of the doctoral dissertation should be delivered to the district.
8. The interest of the principal(s) and his/her ability to schedule or accommodate the research will be a factor.
9. When a university student is included in the research, the project must have the prior approval of the major advisor.
10. The deadlines for consideration are July 15th for fall projects and Nov. 15th for spring projects. This policy is based upon the requirements of the local assessment program and general activities within the schools.
11. Once research is approved, changes may not be made without resubmitting and receiving approval for changes.

For further information, contact:

**Stafford Municipal School District
Office of Academic Programs
1625 Staffordshire Rd.
Stafford, TX 77477
Phone: 281-261-9600**

**STAFFORD MUNICIPAL SCHOOL DISTRICT
RESEARCH PROPOSAL FORM**

I. General Information

Date: _____

Person(s) conducting research: _____

Address: _____ City _____ Zip _____

Email: _____ Phone# _____

Level of research: (Doctoral, Professional, Graduate) (Circle One)

Title of project:

Preferred campus research location: _____

Numbers involved: *(please list the number of SMSD staff and students involved)* _____

Beginning date: _____ Ending date: _____

II. Research Procedures and Needs

List research procedures and needs within the study

A. Purpose of the research *(List the goals and purpose of this research.)*

B. Research procedures *(List the research procedures of this research.)*

C. Time requirements *(List the time requirements of this research.)*

D. Financial requirements *(List the financial requirements of this research.)*