



Brownsville Independent School District

Research Application Coversheet & Executive Summary Form A



Name of Applicant (Principal Investigator)

Application Submission Date

Title of Study

How does the study benefit Brownsville ISD?

GUIDELINES

1. Research involving campus level personnel, especially those which involve principals, teachers and students, may **not** be conducted during the **first 20 school days or the last 20 school days of the school year**
2. Research involving students and personnel of the District **must respect** the dignity, well-being, and confidentiality of the individual(s), including the rights **guaranteed legally** and constitutionally and by **District policies EF(LEGAL), FL(LEGAL) and GBA(LEGAL)** .
3. The research **shall not** unduly interfere with the classroom instructional process or the regular operations of the school or District.
4. Personal, social, and psychological research of any nature must **not** be in conflict with the rights of individuals or groups.
5. If data will be collected on or from individual students, written permission from the parent/guardian of every student shall be required prior to the implementation of the project.
6. **Approved** research shall be conducted in accordance with **Policies, Rules, and Regulations** and **Administrative Procedures** of the District. **It is the researcher's responsibility to become familiar with the District's operating policies.**
7. Approval of a request to conduct research is not an endorsement and does **not** compel any personnel of the District to participate in research studies.
8. An approved research study may be **terminated** at any time by the Superintendent.
9. The District shall not incur any costs associated with the proposed research project.

RESEARCH TOPIC(S) - Please indicate up to three research topics that best represent the research focus of your project.

- | | | | | | | |
|--|---|--|--|---|---|---|
| <input type="checkbox"/> Academic achievement | <input type="checkbox"/> At-risk students | <input type="checkbox"/> College readiness | <input type="checkbox"/> Curriculum or Instruction | <input type="checkbox"/> Educational policy or leadership | <input type="checkbox"/> English language learner (ELL) | <input type="checkbox"/> Ethnic or cultural studies |
| <input type="checkbox"/> Physical health or safety | <input type="checkbox"/> Professional development | <input type="checkbox"/> Special education | <input type="checkbox"/> Student social or emotional development | <input type="checkbox"/> Supplemental programs | <input type="checkbox"/> Teacher professional practices | <input type="checkbox"/> Other |

If other, please specify:

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For Office Use Only

Proposal ID# _____ Received Date _____

I. General Project Information

Title of Study _____

*Proposed Start Date _____ *Proposed End Date _____

Primary area of research interest that aligns with Brownsville ISD.

Brownsville ISD Sponsor/Partner of Study _____

Primary Data (collected by the investigator conducting the research, through surveys, interviews, observations, etc.)

Secondary Data (collected by someone other than the investigator, such as information from district databases.)

II. Main Project Contact Information

Title _____ First Name _____ Last Name _____

Organization _____ Type of Organization _____

Address _____

City _____ State _____ Zip _____ Phone Number _____

Email _____

Brownsville ISD Employee Yes No If Yes, Employee ID Number _____

Brownsville ISD Employee's school or department _____

III. Electronic Proposal Application Checklist

Check all boxes indicating materials submitted as part of your proposal.

- Cover Sheet (Form A)
- Research proposal (Form B required)
- Assurances to Brownsville ISD (Form C required)
- Access to Confidential Data Form (Form D required)
- Survey or other instruments to be used for primary data collection
- Principal's Consent Form (Form F)
- Time Requirement Form (Form G)
- Informed consent letters (for teachers, parents and students, as appropriate) (Templates Form H and J)

Submit all materials to pvan@bisd.us

*Research will not be conducted during the first or last twenty school days or during state testing.

** Sponsor/ Applicant's Immediate Administrator (Director/Principal) (required for district employee)
Partner: Applicant's Chairperson/Faculty Advisor (required for Master's/Doctoral students)
District Associate Superintendent Approval (required for outside research agencies)
Principal/Director at EACH participating study site.

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IV. Executive Summary: Provide a synopsis of the proposed project. The statement should be written so that persons unfamiliar with the research will be able to understand the purpose of the study and what will be required of participants.