

External Researcher Background Check Criminal Record Check (CRC) for Project Research

All external research project personnel are subject to CRC prior to commencing with research activity, including data collection and analysis. Background checks completed by other agencies do not satisfy this requirement.

For all questions regarding the process of applying for research, contact;
Dr. Christopher Harrison, Researcher, Research Accountability and Data Usage
cwharrison@madison.k12.wi.us

External Researcher CRC Process:

1. All personnel identified by the Principle Investigator (PI) or representative as “project staff” must complete an initial application through App Garden. All personnel must select **RAD External Research** under **Level 2** when queried about their volunteer activities.
[App Garden Application](#)

****Note:** If the participant has *lived outside of WI within the last 5 years*, they will also be required to complete a fingerprint check with Fieldprint.

2. After the online applications have been completed, the PI/researcher will then submit due payment to MMSD HR for all CRCs. Payment is by check or money order payable to Madison Metropolitan School District at the address below.

****Note:** *Payment for all CRCs must be made to MMSD prior to making an appointment with Fieldprint for staff who require a fingerprint check. No CRCs will be processed prior to receiving payment.*

Fee Schedule for CRC (Actual cost for processing.)

Participant Residency Status	Fee	Date Fee Due
An individual who has lived in the State of Wisconsin for the entire five years previous to starting research. <i>*Individual is screened in AppGarden against DOJ, NSFOW and WI CCAP.</i>	\$7.00	At time of Request
An individual who has not lived in the State of Wisconsin for the entire five years previous to starting research. <i>*Individual is screened in Appgarden & Fieldprint against DOJ, NSFOW, WICCAP and Federal records.</i>	\$50.00	At time of request

Madison Metropolitan School District
Department of Human Resources
545 West Dayton Street Room 133
Madison WI 53703

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3. After payment and applications have been submitted, applications will be fully processed. Individual team members will be sent an email approving their participation. PIs/researchers will not receive notification unless a team member's CRC is flagged as having an issue.

Field Print Application instructions (ONLY for Staff who have lived outside of WI in the last 5 years)

1. Go to Fieldprint's website (<http://www.fieldprintwisconsin.com>) and click the Schedule an Appointment link (purple button to the right of the screen).
2. Sign up as a New User.
3. Enter the following Fieldprint code for your position: **FPMMSDNonEmployee**
4. Enter your Personal Information.
5. Enter your Demographic Information.
6. Enter our Account Number: **G1087**
7. Enter MMSD Employer Information:

**Madison Metropolitan School District
545 W Dayton St
Madison WI 53703
(608) 663-1693**

8. Sign the release and privacy statements.
9. Schedule the location/time for your appointment – cancelling or rescheduling an appointment less than 24 hours in advance will result in an additional \$35.00 charge.
10. Bring two forms of valid, unexpired, acceptable identification to your appointment or your appointment cannot be completed. Valid identification will be listed in your confirmation email from Fieldprint.

The CRC process cannot be completed until paperwork and payment have been received.

For questions regarding the process of appgarden and CRC approval, contact:

Marquita Carr, Receptionist, Human Resources
mgcarr@madison.k12.wi.us