St. Louis Park Public Schools

Achieving success, one student at a time!

Research Request Cover Sheet

Name:_____

Organization:_____

Department:_____

Address:_____
              Street   *City*   *State*   *Zip Code*

Phone Number:_____Alt. Phone Number:_____

E-mail Address:_____

Affiliation with St. Louis Park Public Schools:_____

[1]Research Proposal Title:_____

Is this study part of your work for a degree?_____If YES, for what degree?_____

What University or College is this research affiliated with?_____

Advisor's Name:_____Phone Number:_____

[2]Date of IRB approval (if approval is pending, date of application):_____

[3]Final Report Submission Date to ARE (within 90 days of completion/submission):_____

_____
Applicant's Signature   *Date*

_____
Advisor's Signature   *Date*

_____
Principal's Signature   *School/Location*   *Date*
(Required for all buildings that participate. Add additional signature pages or letters of support as necessary.)

_____

[1] **Research Proposal:** To be considered for research in SLP you must submit all required documents and information. We will not consider incomplete submissions. Please use the Research Proposal Checklist to ensure that all documents are attached to this form.

[2] **IRB Approval**: Please attach the approval for your study from the Research Review Board or its counterpart. Submit any data collection instruments that will be used: observation forms/rubrics, surveys, assessments, focus group or interview questions, etc.

[3] **Final Report**: The researcher must file a report of results no more than three months after the study is completed. For studies longer than a year, an interim report is due no more than two/three months after the end of each year. Maximum length of the report is **5 pages**.

Research Proposal Checklist

○ Research Proposal Cover Sheet

○ Research Proposal (Maximum 10 pages)
1. Research purpose must discuss the value of the research to SLP students/staff and/or the education profession at large.

2. Overview of the research or literature review should include details about the staff/students that you intend to study.

3. Methodology should address the following questions:
   o How will you ensure data privacy?
   o What will be the time demands on student/staff?
   o What are you asking students, staff or families to do as participants in your study?
   o How will your data be analyzed?

○ Parental Consent and/or Student Assent Forms

   ○ Please attach consent forms to this proposal. Consent forms may require translation into Spanish or Somali.

○ Letters of Support from Principal(s) and/or SLP Administrator

○ Institutional Review Board (IRB) Approval