



Application to Conduct Program Evaluation and Academic Research in the Santa Barbara Unified School District

Application Checklist

Application Instructions

To complete the research application, please submit the following by March 31:

- 1) SBUnified [Online Application](#) to Conduct Program Evaluation and Academic Research,
- 2) Research Application Approval Page, with signatures,

If applicable, please also submit the following by March 31:

- 3) SBUnified Funding Source Request Form,
- 4) Copies of all data collection instruments (draft format is acceptable for the initial review), and
- 5) IRB approval letter.

Item #2, and items #3-5 as applicable, must be emailed to research@sbunified.org in a single email. Please include the title of the study in the email Subject line to ensure correct matching with your application.

Research applications will only be reviewed if both the online application and item #2, and items #3-5 as applicable, are received during the annual application window of March 15-31.

Mark the items you are submitting to complete your application (Items #1 and #2 are required for all applications):

- Item 1: Online Application to Conduct a Research or Evaluation Study in SBUnified
- Item 2: Research Application Approval Form p. 2
- Item 3: Request for SBUnified Funding p.3
- Proposed budget (Required if requesting that SBUnified fund the study)
- Consent/Assent Forms (Including Spanish translation, if applicable)
- Data collection instrument(s) and protocol(s), if applicable
- Institutional Review Board (IRB) approval or application, if applicable
- Written Agreement (e.g. previous MOU, research agreement, etc.), if applicable
- Other: _____

Appendix: Researcher Fingerprinting and Tuberculosis Clearance p. 4



Supplemental Item 2: Research Application Approval Form

To be completed by all applicants.

Title of study: _____

Primary researcher and organization: _____

Please secure approval from the site principal(s) to complete your application:

Name & Site	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR SBUNIFIED USE ONLY

DO NOT WRITE BELOW THIS LINE

Approval	Non-Approval	Initial	Date	SBUNIFIED Administrator
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	Asst. Supt. _____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	Asst. Supt. _____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

FOR USE BY OFFICE OF RESEARCH AND EVALUATION	Student records data request: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD
	Research Agreement required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD
	HR fingerprinting required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Previous
	HR TB test required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Previous

This study must be approved by the SBUNIFIED Superintendent or designee, per AR 6162.8.

I approve the proposed research I do not approve the proposed research

 Superintendent: Signature Name (please print) Date

OR

 Designee - Director, R&E: Signature Name (please print) Date



Supplemental Item 3: Request for SBUnified Funding

To be completed only by applicants requesting that SBUnified fund this research.

Title of Study: _____

Proposed School Sites: _____

Funding Source

I am requesting that SBUnified fund this research: Yes*

I have included a proposed budget in this research application Yes (Required)

Primary Researcher Signature Name Date

Primary SBUnified Administrator Signature Name Date

**If you are requesting SBUnified fund this study, please secure the following approval:*

Authorized Organizational Representative Title

Email Address Phone

Signature Date

APPENDIX: RESEARCHER MATRIX

Definition of a Researcher: A researcher is an adult 18 years or older (and not a current student attending any TK-12 schools) who conducts a systematic investigation for an academic or evaluation study before, during, or after school hours. This definition excludes post-secondary students completing a course assignment (e.g. 45 CFR §46.102). There are two types of researchers.

Type 1: Unsupervised Student Contact

Research Activities	Fingerprint Clearance	Tuberculosis (TB) Clearance
1:1 student lesson or intervention (inside or outside classroom)	Yes	Yes
1:1 student interview (inside or outside classroom)	Yes	Yes
1:2 or more student focus group (inside or outside of classroom)	Yes	Yes
Co-curricular setting	Yes	Yes
Two-way electronic correspondence – Not permitted	-	-

Type 2: Non-Student Contact and/or Supervised Student Contact

Research Activities	Fingerprint Clearance	Tuberculosis (TB) Clearance
Secondary data analysis	No	No
Web-based survey administration	No	No
In classroom with certificated staff present (<i>less</i> than one school year)	No	No
In classroom with certificated staff present (<i>more</i> than one school year)	Yes	Yes
In school administration office (<i>less</i> than one school year)	No	No
In school administration office (<i>more</i> than one school year)	Yes	Yes
On school grounds for non-student-activity observation	No	No