



# Research Oversight Committee Evaluation Rubric

This form must be completed by the Flagler Schools Research Oversight Committee (FSROC). The completeness and soundness of the request will be reviewed as outlined below. **An average percent score of 70% or lower will be denied.**

Researcher Name (Last, First, Middle Initial)	Dissertation/Thesis Title or Topic	Date
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### Part 1. Completeness of Application

Ensure ALL documents listed below are provided. If any are missing, the committee **cannot** review the application.

- Completed application with an official organizational email address and a named principal investigator or chair
- Dissertation/thesis prospectus or proposal that includes a methodology section
- Official Institutional Review Board (IRB) approval letter
- Official correspondence from the Principal Investigator or Chair stating data collection can start
- All instruments and tools to be used (including surveys, questionnaires, forms, permission slips, etc.)
- Notarized *"Affirmation with Intent to Share Results or Findings"* form with Flagler Schools

### Part 2. Soundness of Application

Use the Likert scale below to score each aspect of the request. Leave a cell blank if it does not apply.

Disposition	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Score	1	2	3	4	5

Area	Rating
The overall purpose of the research is clear and includes an outline of both limitations and delimitations.	
The research question(s) or statement of problem is well-defined and is associated with Flagler Schools.	
The privacy of students and staff are sufficiently addressed with a detailed process of data collection, access restrictions, storage security, and final data destruction.	
Research methodologies are aligned to the requested data, either on-site or extract.	
The submitted instruments (surveys, forms, etc.) are aligned to the requested data.	
There is a detailed parent or guardian information slip with clear "opt-out" pathways for participation.	
The perceived benefits to Flagler Schools are clear and appreciable.	
Flagler Schools personnel can provide requested data in a timely manner without undue hardship.	
The financial, staff, resource, and material costs to Flagler Schools is neutral.	

$$\text{Percent Score} = (\text{Average Rating} \div 5) \times 100$$

**Average Rating**

**Percent Score**

**Comments**