



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## PLANNING, INNOVATION, AND ACCOUNTABILITY Office of Research and Evaluation

### **MEMORANDUM**

**TO:** Research Applicant  
**FROM:** Robert A. Veigel, M.S., Research Specialist  
**SUBJECT:** **Application to Conduct Research or Distribute Surveys**

You recently requested permission to conduct a research study or distribute a survey in Virginia Beach City Public Schools; in reply, I am sending you this memorandum and an enclosed application form. Personnel in our school division have been asked to await approval from Planning, Innovation, and Accountability before responding to research or survey requests.

Please note that applications are only accepted during the established submission periods listed below with the exception of research applications related to grant funding. All researchers are encouraged to submit their applications well in advance as the review process may take up to five weeks.

- August – September
- November – December
- April – May

Once received, your application and proposal will be thoroughly reviewed by the Research Review Committee in accordance with School Board Policies 4-69 and 5-67 and School Board Regulations 4-69.1 and 5-67.1. As we review requests to conduct research or distribute surveys, we shall use the following questions as guidelines:

- Is the application complete?
- If applicable, is there evidence of Institutional Review Board (IRB) approval?
- Does the study require the use of instructional time or create a significant departure from the normal school routine?
- Does the request require extensive effort or time on the part of division personnel for database programming or data extraction? [Fees may be charged.]
- Are there adequate provisions for securing informed consent?
- Are there adequate provisions for ensuring the privacy of students/employees and maintaining the confidentiality of the data?
- Does the proposal set forth explicit objectives and a sound design for collecting and analyzing information to reach these objectives?
- Is there a detailed description of the protocol to be used for the research study or survey distribution?
- Does the study have the prospect of directly benefiting the participants or the division's educational program, and is the topic aligned with the school division's strategic plan?

After the review process, you will receive written notification indicating whether or not the proposal has been approved.

Enclosure



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

Application to Conduct Research or Distribute Surveys  
Planning, Innovation, and Accountability - Office of Research and Evaluation

## Identifying Information

Last Name

First Name

Street Address

City

State

Zip Code

Telephone Number

Email Address

## Introduction to the Project

Title of the Research Project

Sponsoring Institution

Proposed Research Start Date

Proposed Research End Date

### Has this study been reviewed and approved by an Institutional Review Board (IRB)?

Yes, it has been fully reviewed and approved.

Please attach the IRB approval notification to this application.

#### Date of IRB approval:

No, review is pending. Evidence of IRB review may be submitted at a later date but must be received prior to initiating the study.

#### Expected date of IRB approval:

No, this study is exempt from IRB approval. If this study is exempt from IRB approval, please provide the rationale.

No, this research is not affiliated with a university and is not governed by an IRB.

#### Please select the purpose of the proposal from the following:

Dissertation Research

Independent Research

Graduate Class Requirement/Paper

Grant-Related Research

Master's Thesis

Introduction to the Project (continued)

**Please provide a concise description for each section. Each Section must be complete. (Please do not write “see attached” proposal)**

**Purpose**

Describe the reason for conducting this research project. Please limit your response to 500 words.

**Value to the School Division and the Division's Strategic Plan, Compass to 2025**

Describe why the research is relevant to the VBCPS Strategic Plan and how it would benefit the school division. Please limit your response to 500 words.

**Research Question(s) and/or Hypotheses**

Specify the primary research question(s). Please limit your response to 500 words.

**Research Design**

State the objectives of your research project and how you will realize those objectives. Please limit your response to 500 words.

### **Analyzing and Reporting Results**

Describe the methods to be used in analyzing data for each research question and how the results of this study will be reported. Please limit your response to 500 words.

Students - Number Needed:

Time (in minutes) Required for Each Person to Complete Tasks:

Teachers – Number Needed:

Time (in minutes) Required for Each Person to Complete Tasks:

Principals – Number Needed:

Time (in minutes) Required for Each Person to Complete Tasks:

Others – Number Needed:

Time (in minutes) Required for Each Person to Complete Tasks:

**Type of Population**

Grade Levels

Subject(s)

Special Characteristics (if any) of Population

How do you plan to contact the participants?

Documents to attach:

Literature review or full proposal if applicable

Informed Consent Documents

Surveys, interview questions, or scoring rubric



Please read each of the following statements and place a check mark in the box indicating that you have read and agree to abide by each of the statements.

I understand that acceptance of this request for approval of a research proposal in no way obligates Virginia Beach City Public Schools to participate in this research. I also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by the school system or by the School Board.

I understand that requests for data which are not publicly available may require an investment of time and effort by division personnel and could be subject to an hourly fee being charged for the compilation or extraction of the requested data. Should a charge be determined, I will be notified following the study's approval and provided an estimate for the potential cost before it is incurred.

I acknowledge that participation in research studies by students, parents, and school staff is voluntary. I will preserve the confidentiality of all participants in all reporting of this study. I will not reveal the identity or include identifiable characteristics of schools or the school system unless authorized by the Executive Director of Planning, Innovation, and Accountability.

If approval is granted, I will abide by all the policies and regulations of Virginia Beach City Public Schools and will conduct this research within the stipulations set forth in any letter of approval.

At the completion of the study, I will provide Virginia Beach City Public Schools with a copy of the results.

Applicant's Signature Date

Professor or Faculty Advisor's Printed Name

Professor or Faculty Advisor's Signature Date

Professor or Faculty Advisor's Email

Professor or Faculty Advisor's Telephone

**Please submit your completed research application to [Robert.Veigel@vbschools.com](mailto:Robert.Veigel@vbschools.com).**

**ADDITIONAL CONTACT INFORMATION:**

Planning, Innovation, and Accountability  
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