

Directions for Application

1. The form must be completed to satisfy the procedures of Ozark RVI Schools.
2. The University advisor/organization administrator must sign this request. He/she will accept direct responsibility related to research activities.
3. The form and all supporting documentation should be submitted to the office of the Director of Federal Program. Scanned signature documents are acceptable.
4. The researcher may contact participating schools and/or departments for data collection only after the form has been officially approved by the district's Research Review Committee.
5. Applications packets should be received at least one week prior to the Research Review Committee's scheduled meeting.

Guidelines

1. Researchers may request to do research with specific staff members or buildings and efforts will be made to honor their preferences.
2. Data derived from tests, school records, interviews, or survey/questionnaires, which have potential for invasion of privacy of students or their families, must have advanced written authorization of parents or guardians. These releases will be collected and filed with the building principal before the project is initiated.
3. Personnel records of the school staff are confidential and information will not be released from these records.
4. Public information will be available to researchers and other interested parties, but if time or other expense is involved, the requesting party will be responsible for such costs.
5. Instructional activities will not be interrupted unless there is clear significance for the improvement of educational programs in the Ozark RVI School District.
6. Decisions of the committee will be granted within two weeks of formal review of the proposal. Please note – formal review occurs at the Research Committee Meetings. The meetings are scheduled – not always weekly.
7. Should a request be denied the applicant will be offered an opportunity to make corrections/submit further documentation for review. Resubmitted requests will be subject to formal review and issued a decision within two weeks of the committee meeting.
8. A copy of your final research report will be submitted to the Office of Assistant Superintendent.

Please attach the following documentation with your completed Request for Approval to Conduct Research form.

- Research title
- Purpose
- Methodology
- Statement of Problem
- Hypothesis and/or Research Question
- Description of Variables
- Description of Sample
- Method of Sample Selection
- Data Collection instruments (if appropriate)
- Data Collection Timetable
- Samples of Consent forms (if applicable)
- Names of participating schools
- Identification of target population (i.e. teachers, administrators, students, grade levels, and expected number of participants)
- Anticipated Start Date of Research
- Completion Date of Research

The district committee will make a decision:

- Approved contingent on the IRB
- Not approved
- Not approved at this time – however recommended changes for approval

For those receiving tentative approval

Submit prior to the implementation of your research the IRB

- Copy of Institution of Higher Learning Internal Review Board (IRB) application form approved and signed

Final approval will then be given.