



**RESEARCH REVIEW COMMITTEE
APPLICATION CHECKLIST**

Did The Proposal Include The Following?

- Table Of Contents Yes ____ No ____
- IRB Approval Letter Yes ____ No ____
- University Research Application Form Yes ____ No ____
- Cover Letter Yes ____ No ____
- Title Page Yes ____ No ____
- Abstract Yes ____ No ____
- Research Application Summary Form Yes ____ No ____
- Written Proposal
 - Purpose Yes ____ No ____
 - Description Of Study Yes ____ No ____
 - Access To/Use Of District Materials/Resources/ Persons To do Research Yes ____ No ____
 - Measurement Tools/Other Documents Yes ____ No ____
 - Informed Consent Yes ____ No ____
 - Consent Forms Yes ____ No ____
 - Consent Letters Yes ____ No ____
 - Information That May Be Available To Participants Yes ____ No ____
 - Timeline Yes ____ No ____
 - Researcher's Back Ground Information Yes ____ No ____
 - Other Information As Requested Yes ____ No ____



Administrative Rule

Conducting Research

Code **IJM-R** Issued **09/14/09**

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- I. Policy For Research:** It is the policy of Dorchester School District Two that all research involving human subjects MUST be reviewed and approved by a district appointed review committee prior to commencement of any research project.
- a. **Research Requiring Approval:** Research that involves the collection of data from students, teachers, and administrators, through processes such as the examination and/or collection of information from files, records, tests, or surveys, direct observation, focus groups, or individual interviews, must submit a research proposal for review to the Research Review Committee. Examination and/or collection of information from students or teacher files will be governed by the regulations set forth in the Individuals with Disabilities Education Act (1997), Family Educational Rights and Privacy Act, and applicable Dorchester School District Two's policies and procedures. Moreover, if an employee or intern of Dorchester School District Two seeks to conduct research study involving students or teachers to fulfill the requirements for a dissertation, thesis, university course, or federal/state grant, a proposal must be submitted in compliance with this procedure.
- b. **Research Not Requiring Approval:** Research/studies conducted by employees as part of their normal job responsibilities are exempt from this review process. Studies conducted by outside agencies contracted by Dorchester School District Two to assess the district's needs or programs are also exempt from this review process. Studies conducted by an institution that examine the effects of that institution's program within the school district do not need approval through this process, except when information from student or teacher files are required and this information was not requested in the original program proposal. The institution is required to notify the Research Review Committee of its actions. *Research exempted from the requirements of the review process are still subject to applicable federal, state, South Carolina Public School Laws and other relevant Dorchester School District Two policies and procedures. The research project must also comply with ethical standards for research in education (See Attachment).*
- II. Research Review Committee (RRC):** Research Review Committee is charged with reviewing and maintaining a record of research conducted within Dorchester School District Two and providing details of the study/research to the Superintendent, Board of Trustees and/or district personnel. The Research Review Committee will review all proposals in a timely manner and will determine whether a project gets approval for implementation in Dorchester Two. Approval for implementation of the research project will be based on the relevance, quality, and merit of the research as well as whether the research and methodology are in the best interest of the district, its students, staff, and the greater community.
- III. Research Review Committee Meeting Schedule:** Meetings will be scheduled at least once a year or at the discretion of the Committee Chair on an "as needed" basis to review and act on applications to conduct research in Dorchester School District Two.



- IV. RRC's Responsibility:** In reviewing research applications and proposals, the RRC will assure that (1) no human subject is exposed to an unreasonable risk to health, welfare, or privacy; (2) the rights of human subjects are adequately protected; (3) participation of human subjects is based upon legally effective informed consent which is freely give; (4) research/studies exempted from this process will be conducted in and fit the spirit of this policy/procedure, and: (5) the potential benefits to the subject and society so outweigh the risk to the subject that the decision to allow the subject to accept the risk is warranted.
- V. Researcher/Principal Investigator's Responsibility:** Each researcher who proposes research involving human subjects must submit a RRC application form and research proposal to define the risks to which the human subjects will be exposed during the conduct of the research, show that the significance of the proposed research warrants exposing them to the risk, detailed safeguards and procedures which will be employed to minimize the risk to those human subjects, describe how the human subjects will be informed of the research risk and explain how the subjects' consent will be obtained. The researcher/principal investigator must submit the RRC application/proposal in accordance with the review procedures established by the Research Review Committee in order to obtain approval of the proposed research prior to its initiation.
- VI. Review of Proposals:** The Associate Superintendent or designee will chair the Research Review Committee, which will also include the Director for Curriculum & Instruction and District Grant Writer. Meetings will be scheduled once a year or at the discretion of the Committee Chair. The committee will review each proposal using the general guidelines and criteria developed by the committee. The proposal shall be accepted or rejected by a majority vote of the committee. Any committee member may request (*through the Chair*) that the researcher meet with the committee to discuss or provide additional information regarding the proposal. The researcher may also request to meet with the Chair to clarify or provide additional explanation regarding the proposal.
- VII. Implementation of Research:** Committee approval does not constitute an establishment of a joint research program between the researcher(s) and Dorchester School District Two. Committee approval only provides permission to access the schools, students, and personnel within the district. Moreover, committee approval does not guarantee that a study can or will be conducted. If the proposal is approved, the RRC will notify the researcher. It is the researcher's responsibility to contact the particular school(s) to seek its cooperation in conducting the research. School principals have the final decision regarding the participation of the school in any research project.
- VIII. Feedback To The District:** The researcher should provide opportunities for direct presentation (*live presentations or videos*) to parents, teachers, and administrators of participating schools. Participants should have access to tangible and easily assimilated materials describing the project findings, the implications for education, and the benefits to the students and school. A final report of the results must be submitted to the Research Review Committee and the principals of the schools involved. The RRC will be responsible for disseminating summaries of the research results to committee members and other appropriate school district personnel. The RRC will keep a copy of all research proposals and final research reports on file. At the end of the school year, a list and copy of research studies undertaken for the year will be given to the District Grant Writer and the Executive Director of Curriculum & Instruction.
- IX. Publication of Results:** The findings of the study must be shared with the Chair of the Research Review Committee before being released for publication, public access or to the news media. If the district will be



in any way identified in released oral or written findings (*e.g., research paper, conference presentation, newspaper report, etc.*) the researchers must obtain permission from Dorchester School District Two for such identification. The RRC must also be provided any documentation (*written or otherwise*) for review prior to release to protect the rights, concerns, image, and integrity of the Dorchester School District Two.

- X. Inquires:** All communications regarding research in the district must be addressed to: Research Review Committee, Chairperson at 115 Devon Road, Summerville, SC 29483. Telephone is 843.873.2901.
- XI. Requirements for Presentation of a Research Proposal:** The research protocol should be clear, concise, and written in lay terminology. The narrative should be single-spaced, 12point font using Times New Roman or Ariel. The researcher (s) must provide the following documentation:
- a. **Table of Contents:** Provide a listing of each key section outlined below with page numbers along with name of each appendix.
 - b. **University's IRB Approval Letter:** Provide a copy of the university's Institutional Review Board's signed approval letter.
 - c. **Research Application Form:** Provide a copy of your university's completed research application form which contains all appropriate signatures.
 - d. **Cover Letter:** Provide information re research title, principal researcher (s) and contact details, signed by one of the principal researchers.
 - e. **Title Page:** Provide the name of the project, the principal researcher(s) and their institutional affiliations and the date of preparation.
 - f. **Abstract:** Contains no more than 500 words, which summarizes the research rationale, the proposed participants, and the potential for providing information to the educational community. Please include a heading (*name of the researcher and university and the Title of the Research/study*), contribution this research will make to the field of education, how education, teachers and/or children will benefit from the knowledge/results of the study, research questions, summary of methods, the researchers anticipated outcome, and other key points about the research. This section will be used to inform the Board of Trustees, thus, APA format is not necessary at this time.
 - g. **Research Application Summary Form:** Describes pertinent facts, information and procedures about the research project. This completed form must be presented to participants and parents or guardians of minor-age students when they are asked to give consent for student participation.
 - h. **Written Research Proposal:** must present/contain the following information:
 - i. **Purpose of the Research:** Describe the motivation and rationale for the study; however, an in-depth literature review is NOT required. The section should also include a statement of the potential value of the study to Dorchester School District Two and to education in general.
 - ii. **Description of the Study:** Identify the participants in the research program. The researcher should specify the number, grade level, and characteristics of the participants and/or schools to be involved. If students, teachers, or administrators are to be assessed in any manner (*e.g., tested, interviewed or surveyed*), the process and the length of the process should be described. Descriptions of the sampling and the participant selection processes should be included. The researcher must provide a description of the interventions to be used, data collection analysis procedures, and methods to protect participants from risk and invasion of privacy.
 - iii. **Access To & Use of Materials/Resources/Persons To Conduct the Research:** Describe the amount of teacher, student, and administrators time needed and the physical resources



required, such as classrooms and access to special facilities. If students and teachers are involved, the potential for classroom disruption must be detailed.

- iv. **Measurement Tools and Other Documents:** Information about any instruments, observation schedules, curriculum materials, letters or other documents to be used in the research must be provided to the Research Review Committee. If the instrumentation to be used is commercially available or has been reviewed and referenced in materials such as The Buros Mental Measurement Yearbook, the researcher need only describe the instrument to be used and indicate the reference information. If the instruments are peculiar to the research program or have not been referenced above, the researcher must attach copies of the actual instruments. The researcher must present details for all instruments specifying the age/grade appropriateness, time required, and the reliability and validity of the instrument if that information is available.
- v. **Informed Consent:** The researcher must discuss the informed consent process and should include: (1) the method to obtain it; (2) the individuals asked to provide it; (3) the risks and benefits of participating in this research (attach informed consent form/forms); (4) a statement that the project will/will not involve deceiving the subjects; (5) a statement how positive assent will be obtained from children; (6) a description of the language and presentation to be used to obtain consent. Is it appropriate for the subject population?
- vi. **Consent Forms:** Written consent must be obtained from active participants or from parents or guardians of minor-aged students (*i.e., students under the age of 18 years*) participating in research projects/studies involving identified students or access to student records, except for studies involving observation of unidentifiable students engaged in normal school activities. Parents must be notified of their right to review all curriculum materials, questionnaires, and survey instruments that are to be used in the research study. The parents will be informed that the principal of their child's school will have copies of the materials for review at least two weeks prior to the deadline for return of the consent form. Moreover, where age and task appropriate, the individual student's written consent is also required. The researcher **Must** obtain a completed Dorchester School District Two Guardian/Parent Research Consent Form signed by parents or guardians giving permission for their student to participate and, where appropriate, the student (*examples of these forms are attached to this procedure*). District personnel, including teachers, who participate in the research, must also give their consent. All prospective participants must be given adequate information that allows them to make informed decisions regarding participation in a proposed research project. Consent must be provided in written form, the Dorchester Two's Research Consent Form is attached to this procedure.
- vii. **Consent Letters:** Consent letters should include the following: (a) Purpose of the research; (b) procedure & criteria for selecting participants; (c) procedure to be followed, including a description of the participant's involvement; (d) anticipated benefits for general educational knowledge; (e) possible physical, legal, psychological, or other risks; (f) parents' right to review curriculum materials and survey instruments prior to signing the consent letter; (g) whether the participant will be personally identifiable and to whom; (h) to whom results will be available and for what purposes; (i) person to whom inquiries should be addressed before, during and after the project; (j) that the school district is not conducting or sponsoring the research project.
- viii. **Information That Must be Available To Participants:** The following information must be presented in writing to all research participants: (a) the participant's right to withdraw consent at any time; (b) parent's or guardian's right to withdraw consent at any time; and (c) that there



will be no adverse consequences for students, parents, or guardians for participating in the study. *Another Note About Informed Consent: When informing parents, students, guardians, and teachers of the purpose of your research, the written and oral language you use should be clear, concise, and age appropriate.*

- ix. **TimeLine:** The timeline should outline projected dates for implementation and reporting of preliminary and/or final results to the school district and participants.
- x. **Researcher(s) Background Information:** The principal researcher must provide information that describes their background and qualifications, such as a resume or curriculum vita, this should include a statement of related research along with the researcher's coursework and experience. In addition, professional background information on others assisting with data collection should also be included. Each researcher should provide contact information including the address, email, and telephone number of each researcher throughout the project.
- xi. **Other information:** The researcher(s) should present any other information they believe to be relevant to the review process. This should include details such as the amount of reimbursement to be paid (if any) to participants or approval by any other research review committee (e.g., *Human Subjects Review Committees, a granting body*). If the researcher is affiliated with an institution (e.g. university) that maintains a Human Subjects Review Committee, that committee, must approve the proposed research, before the research can be started in Dorchester School District Two.

Adopted 08/13/07, Revised 09/14/09

DR. SHANE ROBBINS
Superintendent



Dorchester
School
District Two

815 SOUTH MAIN STREET SUMMERVILLE, SC 29483 • (843) 873-2901 • FAX (843) 873-4053

**Dorchester School District Two
Research Application Summary Form**

Project Name _____

Sponsoring Organization(s) _____

Principal Researcher _____

Timeline: Beginning Date _____ Completion Date _____

Purpose of Research _____

Procedure/Methodology _____

Mechanism To Protect Privacy of Participant _____

Number of Participants _____

Cost To Participants _____

Type of Participants (e.g., Age, Gender, Race/Ethnicity)

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Role/Expectations of Dorchester Two _____

Intended Use of Outcomes/Results _____

Address To Which The Research Review Committee's Decision Should Be Mailed _____

Person Charged With Reporting Adverse Outcomes To RRC Chairperson _____

As the researcher/principal investigator, my signature signifies that I have read, understand, and agree to comply with Dorchester School District Two's policy and procedures for research. I assure the Research Review Committee that all procedures performed under this project will be conducted exactly as outlined in the proposal narrative and that any modification to this protocol will be submitted to the committee in the form of an amendment for its approval prior to implementation.

Principal Researcher _____ Date _____

Signature

DR. SHANE ROBBINS
Superintendent



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Research Review Consent Forms

Written consent must be obtained from active participants or from parents or guardians of minor-aged students (i.e. e. students under the age of 18 years) participating in research projects/studies involving identified students or access to student records, except for studies involving observation of unidentifiable students engaged in normal school activities.

Parents must be notified of their rights to review all curriculum materials, questionnaires, and survey instruments that are to be used in the research study. The parent will be informed that the principal of their child's school will have copies of the materials for review at least two weeks prior to the deadline for return of the consent form. Moreover, where age and task appropriate, the individual student's written consent is also required.

District personnel, including teachers, who participate in the research, must also give their consent. All prospective participants must be given adequate information that allows them to make informed decisions regarding participation in a proposed research project.

It is your right, as a parent to have your child participate or not participate in a research project. As a participant, you have the right to withdraw your consent at any time. As a parent/guardian, you have the right to withdraw your consent at any time. There will be no penalties or adverse consequences for students, parents, or guardians for participating in the study. If you do not wish your child to participate in the research project, your child will not be embarrassed or penalized. Please return this form to your child's teacher indicating if you wish your child to participate or not to participate.

Name of Project/Title of Research _____

Name of Principal Investigator _____

School _____

Student Name _____

Parent/Guardian _____

No, It Is My Wish That My Child, _____

_____ **Do NOT** Participate In This Research Project.

Yes, I Give Permission For My Child _____

_____ **To Participate** In This Research Project.

Parent/Guardian Signature _____

Date _____

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Superintendent



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**Dorchester School District Two
Sample Consent Form**

Parent/Guardian Research Consent Form: To be completed by the parent/legal guardian of a school-aged participant under 18 years.

Project Name _____

Sponsoring Organization(s)

Principal Researcher _____ Telephone _____

Project Location _____

Student's Name _____

Home Address _____ Telephone _____

Student's School _____ Grade _____ Age _____

Participants/Parental Rights and Assurances

I have received a copy of the approved Dorchester School District Two Research application form for the aforementioned research project. Having read the application I am familiar with the purpose, methods, scope and intent of the research project.

___ **I am willing** for my child to participate in this research project.

___ **I am not willing** for my child to participate in this research project.

If I am willing for my child to participate in this research, I understand that during the course of this project, my child's responses will be kept strictly confidential and that none of the data released in this study will identify my child by name or any other identifiable data, descriptions or characterizations. Furthermore, I understand that my child may discontinue his/her participation in this project at any time or refuse to respond to any questions to which he/she choose not to answer. My child is a voluntary participant and has no liability or responsibility for the implementation, methodology, claims, substance or outcomes resulting from this research project. I am also aware that my child's decision not to participate will not result in any adverse consequences or disparate treatment due to that decision. I fully understand that this research is being conducted for constructive educational purposes and that my signature gives consent for my child to voluntarily participate in this project.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

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**Dorchester School District Two
Consent Form**

Research Consent Form: To be completed by non-student participant or student participant 18 years and above.

Project Name _____

Sponsoring Organization(s)

Principal Researcher _____ Telephone _____

Project Location _____

Participant's Name _____

Home Address _____ Telephone _____

Student's School _____ Grade _____ Age ____

Participants Rights and Assurances

I have received a copy of the approved Dorchester School District Two Research application form for the aforementioned research project. Having thoroughly read the application I am familiar with the purpose, methods, scope and intent of the research project.

___ **I am willing** to participate in this research project.

___ **I am not willing** to participate in this research project.

If I am willing for my child to participate in this research, I understand that during the course of this project, my responses will be kept strictly confidential and that none of the data released in this study will identify me by name or any other identifiable data, descriptions or characterizations. Furthermore, I understand that I may discontinue my participation in this project at any time or refuse to respond to any questions I choose not to answer. I am a voluntary participant and have no liability or responsibility for the implementation, methodology, claims, substance or outcomes resulting from this research project. I am also aware that my decision not to participate will not result in any adverse consequences or disparate treatment due to that decision. I fully understand that this research is being conducted for constructive educational purposes and that I voluntarily participate in this project.

Participant's Signature _____ Date _____