

External Research Application



Research Application Submission Windows

Fall - September 15th-30th

Spring - February 1st-15th

Estimated three week response from close date.

Contact Information

PSJA ISD
Attn: Grant Management Dept.
601 E. Kelly St.
Pharr, TX 78577

Phone: 956-354-2038

Email: grants@psjaisd.us

I. Project Information		
Descriptive Project Title		
Research Start Date	Research End Date	Project Purpose
What is the benefit to Pharr-San Juan-Alamo ISD (PSJA ISD) in regards to this project?		

Research Topic(s) – Please select up to four topics that are most relevant to your project.

Academic Achievement	At-Risk Students	College Readiness	Curriculum/ Instruction
Career & Technical Education (CTE)	Multilingual Education	Ethnic/Cultural Studies	Professional Development
School Safety (mental & physical)	Special Education	Social Emotional Learning	Physical Ed/ Health Ed
Staffing/Professional Practices	Educator Preparation	Education Policy Leadership	Other

II. Primary Contact Information			
Title	First Name	Last Name	Role
Department		Organization	
Email Address		Phone	
Address			
City	State	Zip Code	
Organization Type			

III. Previous Experience
<p><i>Do you have any current or previous experience with research projects in PSJA ISD? If yes, please explain (e.g. contacts, department, publications, grant names).</i></p>

IV. Project Abstract (no more than 250 words)

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V. Grants/Funding (if your project is not part of a grant, skip to the next section)

Is this project part of a new grant application?	Yes	No
Are you requesting a letter of support from PSJA ISD?	Yes	No
Are you requesting collaboration with PSJA ISD on a grant application?	Yes	No

Grant Type	Approximate Award	Approximate PSJA ISD Award
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<p>Grant Description</p> <ul style="list-style-type: none"> For grant applications, include funding entity, PI/Co-PI, due dates, and other pertinent information. For awarded grants/funding include funding entity, grant period, award #s, and other pertinent information.
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Link to RFP/RFA

VI. Programming (if your project does not require programming, skip to the next section)		
Does this project require the implementation of a program or curriculum?	Yes	No
Are you requesting a letter of support from PSJA ISD?	Yes	No
Program Type	Content Area (if applicable)	
Program Description <ul style="list-style-type: none"> • Include names and brief descriptions of the program/curriculum. • Additional information may be attached in the Research Request Form. 		
Products/Vendors used for Implementation		

VII. Research Administration	
Is this project a single study or part of a planned series of studies?	
Single Study	Series of studies/Yearly
If a series, provide details on the planned design including information about changes from year to year.	
PSJA ISD Commitments Required for Project (e.g. observations at specific schools, afterschool activities, substitute teachers, district communications, etc.)	
Please indicate the first and last school year involved in your study	

First School Year

Last School Year

VIII. Research Design

Research Questions – What questions are being investigated?

Research Design – Provide a brief summary of your research design including: (1) theoretical framework; (2) a description of study sample(s); (3) data tools & methodological procedures; (4) logistics (e.g. recruitment, data collection). Additional details may be uploaded as a separate document on the Research Request Submission page under "Other Attachments".

Research Timeline – Include a detailed timeline for each year of the study. Include proposed dates for data collection, data request from Administration Office, reporting requirements, and expected date(s) of results.

Note: Each approved application is good for one calendar year. If project exceeds one year you will have to reapply each year.

IX. Project Location

Please indicate the PSJA ISD campus(es) and/or facilities you wish to include in your project. If this section is not applicable to your project, select the "No Schools" or "other" option.

High School Campuses

All High Schools

PSJA Early College HS	PSJA Memorial ECHS	PSJA North ECHS	PSJA Southwest ECHS
PSJA Jefferson ECHS	Buell Central DAEP	PSJA Balley School of Business & Energy	
PSJA Collegiate School of Health Professions			

Middle School Campuses

All Middle Schools

Alamo	Austin	Escalante	Kennedy
LBJ	Liberty	Murphy	Yzaguirre

Elementary School Campuses

All Elementary Schools

Anaya	Arnold	Cantu, Sr.	Carman
Chavez	Clover	Doedyns	Escobar
Farias	Ford	Garcia	Garza
Garza-Pena	Guerra	Kelly-Pharr	Livas
Long	Longoria	McKeever	Palacios
Palmer	Ramirez	Reed & Mock	Sorensen
Trevino	Early Start Pre-K	PSJA Sotomayor Building Blocks Academy	

Other

No Schools

Grade Levels

Pre-K	K	1 st	2 nd	3 rd	4 th	5 th
6 th	7 th	8 th	9 th	10 th	11 th	12 th

X. Data Requests

IMPORTANT INFORMATION REGARDING DATA REQUESTS AND COLLECTION

- Individual students, staff, and/or schools may not be identified in any research product.
- No data collection is allowed on assessment days.

INFORMED CONSENT FORMS

- Parent consent is required for all project collecting or requesting identified student-level data.
- Consent is required to collect new data from students, staff, parents, or other participants.
- All forms must be written in English and Spanish.
- Copies of consent forms must be uploaded with your Research Request Form.

What types of data are you requesting?

Individual Identified

Individual De-identified

Comparison Group

What data elements are you requesting?

Attendance

Course Enrollment

Demographics

Discipline

Grades

Graduation

Tests/Assessments

Other

If other, please specify

Is your request a single data pull or will your project require recurring requests?

Single

Annually

By Semester

Other

If other, please specify and justify your request

Data Description – List all records you wish to access for your project. Overly general terms such as “test scores” or “relevant data” will be rejected (e.g. For SY 2020-2021, please provide student level data including gender, ethnicity, campus, GPA, and number of days in school).

XI. Data Collection

Will your project require you to actively collect data from students, parents, staff, and/or other participants?

Yes

No

Participants

Students

Teachers

Campus Administrators

Other Campus Staff

District Administrators

Administration Office

Parents/Guardians

Other

Staff

Data Collection Methods

Fill out the table below. For each group, indicate the approximate number of participants, time required, frequency, & compensation for each method that apply to entirety of your project. For example, a project requiring a 10-minute survey given 3 times for each of 2 years should indicate 10 minutes & a frequency of 6. Upload copies of all data collection protocols to the Research Request Submission page. **Note:** Each approved application is good for one calendar year. **If project exceeds one year you will have to reapply each year.**

N/A = Not Applicable

Min. = Minutes Requires

Freq. = Frequency of Method

# of Participants	Survey/Assessment			Interview/ Focus Group			Observation			A/V Recording		
	N/A	Min.	Freq.	N/A	Min.	Freq.	N/A	Min.	Freq.	N/A	Min.	Freq.
Students												
Teachers												
Campus Admin.												
Campus Staff												
District Admin.												
Central Office												
Parent/ Guardians												
Other												

XII. Data Sample

Please provide a description of the sample population pertinent to your project. Include any special characteristics relevant to a given population (e.g. 5th grade ALA teachers, AP Calculus students, Aunts)

Students

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Teachers, Administrator, and/or Other PSJA ISD Employees

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Parent/Guardian and Other Participants

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XIV. Supporting Documents

Please indicate which supporting documents you will be attaching to the Research Request Submission page

Parent/Guardian Consent (English)

Parent/Guardian Consent (Spanish)

Staff Consent

Student Assent (English)

Student Assent (Spanish)

Interview/Focus Group Protocols

Survey(s)/Assessment(s)(Eng/Sp)

Program/Curriculum Description

Letter of Support/MCU

IRB

Research Design-additional

Attachments A, B & C

Other Please Specify	
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XV. Assurances to PSJA ISD

By submitting this application, you agree to the following terms

1. *This application is a request for assistance with a research project in Pharr-San Juan-Alamo ISD (PSJA ISD). This is **NOT** a request for information via the Texas Open Records Act.*
2. *All research must be completed in compliance with federal, state, and local policies. Privacy, risk, and confidentiality requirements include those outlined in the Family Educational Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA), and Children's Online Privacy Protection Act (COPPA).*
3. *Data collected from students, staff, and/or parents requires appropriate, informed permission that is easily read. Where applicable, data collection must abide by both district and Institutional Review Board (IRB) policies. Information may not be distributed or used beyond the project without prior approval from Pharr-San Juan-Alamo ISD.*
4. *Principal agreement to participate at any campus location must be secured prior to any active data collection (see Attachment B). Ongoing permission must be secured prior to implementation of any data collection method, and stakeholder privacy must be maintained through approved data collection and data storage procedures.*
5. *Requests for centralized information must be accessed through Public Information Request to be executed between the researcher and district.*
6. *Supervision of this project and responsibility for a report on its outcome(s) rests with the researcher. The privilege of conducting future studies in PSJA ISD is contingent upon the fulfillment of such obligations. Final reports, summaries, and/or briefs are to be sent to grants@psjaisd.us upon completion.*
7. *Failure to abide by the requirements of this agreement may lead to the immediate revocation of the research project and any associated contracts. I understand that any intentional, knowing, or negligent release of confidential student information to unauthorized persons may also subject me to legal cause of action for violation of an individual's civil rights in addition to state or federal criminal penalties.*

Thank you for completing the Pharr-San Juan-Alamo ISD External Research Application

NEXT STEPS

- For your project to be considered by PSJA ISD, this form must be completed, uploaded as an Adobe PDF to the *Research Request Submission page* on the PSJA ISD Grants Management web page under "Requesting Research" section.
- The *Research Request Submission page* will prompt you for copies of your support materials (e.g. MOUs/data-sharing agreements/contracts/consent forms, etc.)
- PSJA ISD requires proof of IRB. The *Research Submission page* will prompt you for IRB approval materials.
- Complete and upload required background check forms for all members of the research group. Background checks will be processed by PSJA ISD Human Resources Department.
- All forms can be found on the Grant Management web site under "Requesting Research" section.