

1250 Research in the SchoolsPurpose

This regulation defines a process for screening research conducted in the schools to ensure that it furthers the mission of the district, is of the highest quality, does not violate the rights of any persons involved, and does not take time away from instructional activities. This regulation will define the types of research that are covered by the policy and the procedures for screening both internal and external research requests.

General Information

Research is defined as any data collection activity which seeks to obtain information from students, staff, or parents including (but not limited to) opinion polls, focus groups, interviews, and surveys.

Research projects which do not propose new data collection activities and seek only to obtain access to directory information, can receive approval to access the directory information in accordance with Policy 1080.1 - Directory Information. Projects which seek access to student records not covered in Policy 1080.1 must comply with the following procedures.

Exemptions

Only those research activities initiated by the school board or superintendent are exempt from this process. Exempt research activities will be coordinated through the research and accountability department.

PART A) Process for Internal Research

Internal research is defined as research which is initiated by school district students or by school district employees who are conducting research in conformance with their normal duties and responsibilities. Examples of internal research are: students wishing to collect data from other students for a class or student group, teachers and principals wishing to conduct surveys in their own classrooms and schools for internal use only, and grant coordinators or program directors wishing to conduct focus groups or interviews within their own programs.

Any research project that is not part of a staff member's normal responsibilities (e.g. research required by a college course) must be screened in accordance with the external research process detailed in Part B, and conducted outside of the staff member's duty day.

Internal researchers, as part of their normal responsibilities, must also request and receive approval prior to collecting any data. The research and accountability department will review all data collection methodology to ensure compliance with FERPA, PPRA, and Alaska Statute.



1250 Research in the Schools (continued)

Approval for internal research may be requested by submitting to the research & accountability department:

- An Internal Research application form with all items completed. The applicant must specify the target population and timeline for the data collection and must certify that the data collected will not be used for purposes other than those described in the application.
- Copies of all data collection instruments (survey questionnaire, interview questions, etc).

The approval process for internal research may take up to two weeks from the receipt of a complete application. Application forms will be available in the research and accountability office located at 520 Fifth Avenue in Fairbanks and online at the school district's Website.

PART B) Process for External Research

External research is defined as research initiated by individuals not employed by the school district or by district employees who want to perform research for non-job-related purposes (e.g. research required by a college course). External research conducted by district employees must not involve students or staff in their own building or over whom they have authority; external research must be conducted outside of the staff member's duty day.

- ✓ Instructional time is valuable. Research that takes time away from the instructional day will not be approved.
- ✓ Research proposals will not be approved unless the research will have clear, direct, and immediate benefit to the district in terms of informing educational practice.
- ✓ Research proposals that require parental consent will not be approved.

External researchers must request and receive approval prior to collecting any data. Approval for external research may be obtained by submitting to the research & accountability department the following:

- An External Research Proposal form with all items completed. Applicants should submit one electronic copy and at least one signed copy of the form. Application forms will be available in the research and accountability office located at 520 Fifth Avenue in Fairbanks and online at the school district's Website.
- Copies of all questionnaires, forms, tests, and other instruments and communications that would be part of the proposed study.
- Any supplementary material that is appropriate.



1250 Research in the Schools (continued)

Research and accountability will review the applications and submit the proposal for review to a committee of at least three district staff members that will be affected by or interested in the proposed study. The application and recommendations will then be submitted to the superintendent for a final decision. This process will take approximately three weeks to complete. When a decision has been reached, notification will be sent to the researcher. If the study is approved, the researcher will contact the appropriate principals or program administrators to complete arrangements for conducting the study. All principals and program administrators may refuse to allow research to be conducted in their school or program except for those studies mandated by the school board or the superintendent.

No research applications will be accepted after the start of the fourth quarter of the current school year.

1. All representations made to participants respecting anonymity, confidentiality, purpose, and procedures must be honored by the researcher. Data collected may be used only for the purposes of the study approved.
2. If the applicant is affiliated with an institution where specific approval for research with human subjects must be obtained, a copy of such approval must be received by the research and accountability department before final district approval will be granted. Because of the length of time involved in processing research applications, researchers who are Ph.D. or Master's candidates may submit applications prior to the approval of their prospectus with the understanding that final district approval may be withheld pending Human Subjects Review committee approval.
3. To avoid undue inconvenience to building personnel and students, no research activities will be allowed in the schools:
  - during the two weeks after the opening of school or during the two weeks prior to the closing of school,
  - one week before and one week after the winter and spring vacation periods,
  - two weeks prior to and during any state-mandated testing
  - during the first week of the second semester,
  - where there are already a number of research projects underway,
  - where a number of research projects have already been conducted.
4. All research applications must be signed by the principal investigator and the person ultimately responsible for the study (e.g. supervisor, agency head, or professor).



1250 Research in the Schools (continued)

5. Any media publicity regarding the research must be approved first by the director of research and accountability.
6. Substantial use of district resources may require fees.
7. Within three months of its completion and prior to submission for publication, the researcher will supply the research and accountability department with one copy of the final report and an executive summary or abstract. The applicant agrees to release his/her final report for publication by the FNSB School District without remuneration.

Approved: May 11, 1987

Revised: September 20, 2010



Fairbanks North Star Borough School District  
Research & Accountability Department  
520 Fifth Avenue  
Fairbanks, AK 99701  
907-452-2000, ext 340

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# INTERNAL RESEARCH APPLICATION

*Instructional time is valuable.*

*Research that does not support the mission of the school district will not be approved.*

**Internal researchers must request and receive approval through the Research & Accountability Department prior to collecting any data.**

General Information:

- Research is defined as any data collection activity which seeks to obtain information from students, staff, or parents including, but not limited to:
  - Opinion Polls
  - Focus Groups
  - Interviews
  - Surveys
  - Students wishing to collect data from other students for a class or student group
  - Teachers and principals wishing to conduct surveys in their classrooms and schools for internal use
  - Grant coordinators or program directors wishing to conduct focus groups or interviews within their own programs
- Only those research activities initiated by the school board or superintendent are exempt from the application process. (See FNSBSD AR1250 for further information.)
- Internal research is defined as research which is initiated by school district students or by school district employees who are conducting research in conformance with their normal duties and responsibilities.
- Any research project that is not part of a staff member's normal responsibilities (e.g. research required by a college course) must be screened in accordance with the external research process (see FNSBSD AR1250, Part B), and conducted outside of the staff member's duty day.
- The research and accountability department will review all data collections methodology to ensure compliance with FERPA, PPRA, and Alaska statutes. This process may take up to two (2) weeks.

Please complete all items on this application including required signatures and submit two copies as described below.

- Submit one copy electronically with all required attachments to: [bernice.creek@k12northstar.org](mailto:bernice.creek@k12northstar.org)
- Submit one signed copy of this application to the research & accountability department located in the FNSBSD Administrative Building.



**Internal Research Application**

Fairbanks North Star Borough School District  
Research & Accountability Department  
520 Fifth Avenue  
Fairbanks, AK 99701  
907-452-2000 ext. 340

Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

School or Department: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Proposed start/completion dates: \_\_\_\_\_

- 1. Brief Summary and Purpose of Project – include what specific question the research will attempt to answer.

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- 2. Target Audience – Describe the target population, sampling methods, selection procedures.

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**Internal Research Application (continued)**

3. Describe your anticipated analysis plan, including specifics regarding your treatment of the data, statistical or otherwise.

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4. Do you plan to obtain parent permission to collect information on students involved in the study? (If yes, please attach sample)

Yes       No

5. Will your project utilize: (Check all that apply)

Questionnaires

*Please submit a copy of the questionnaire(s).*

Interviews

*If your project utilizes interviews, please submit a copy of all questions.*

Observations

*If you project utilizes observations, please submit a description of their nature.*

Focus Group

*If your project will utilize focus groups, please submit a description that will be used to inform the participants of the project.*

Other

*Please submit a description and a copy of any instrument used.*

I hereby agree to conduct this project using the procedures and instruments described in the application and in accordance with the Fairbanks North Star Borough School District's administrative regulations and policies. Data collected for this project will not be used for purposes other than those described in the application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Action by FNSBSD:  Approved     Approved with modifications     Denied

Emailed applicant on: \_\_\_\_\_

Letter sent to applicant on: \_\_\_\_\_

(9/17/10)



Fairbanks North Star Borough School District  
Research & Accountability Department  
520 Fifth Avenue  
Fairbanks, AK 99701  
907-452-2000, ext 340

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# EXTERNAL RESEARCH APPLICATION

***Instructional time is valuable.***

***Research that does not support the mission of the school district will not be approved.***

**External researchers must request and receive approval through the Research & Accountability Department prior to collecting any data.**

## General Information:

- Research is defined as any data collection activity which seeks to obtain information from students, staff, or parents including, but not limited to:
  - Opinion Polls
  - Focus Groups
  - Interviews
  - Surveys
- External research is defined as research initiated by individuals not employed by the school district or by district employees who want to perform research for non-job-related purposes (e.g. research required by a college course).
- Research proposals that require parental consent will not be approved.
- Only those research activities initiated by the school board or superintendent are exempt from the application process. (See FNSBSD AR1250 for further information.)
- The research and accountability department will review all research requests to ensure compliance with Family Educational Rights and Privacy Act (FERPA), Protection of Pupil Rights Amendment (PPRA), and Alaska statutes. This process may take up to three (3) weeks.
- For approved application submission and data collection time periods, see FNSBSD AR 1250.

Please complete all items on this application including required signatures and submit two copies as described below:

- Submit one copy electronically with all required attachments to: [bernice.creek@k12northstar.org](mailto:bernice.creek@k12northstar.org).
- Submit one signed copy of this application to the research & accountability department located in the FNSBSD Administrative Building.





**REVIEW PROCESS**

A committee of 3-4 members will be formed to review this application. This committee will evaluate the application on four components: relevance, quality, district benefit, and district burden.

- 1) Relevance – The research must further the mission of the school district.
- 2) Quality – The research must demonstrate a high standard of quality (sampling methods, instruments, statistical analysis, interpreting data, etc).
- 3) District Benefit – The research must have a clear, direct, and immediate benefit to the district in terms of informing educational practice.
- 4) District Burden – The district will only accommodate research that requires a reasonable amount of time and effort from district staff. Research should not take time away from instructional activities.

Although the four components will be the primary considerations for approval, it is at the discretion of the committee to deny a research request for other substantive reasons (incomplete or poorly written proposal, etc). The research and accountability department will also determine whether or not the research will violate participant rights as per PPRA, FERPA, or Alaska statutes. This review process may take up to three (3) weeks to complete. The application will be approved, approved with modifications, or denied.





2. **RELEVANCE** - Please describe how this study **will further the mission of the school district:**

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3. **QUALITY** - Describe the sampling methods, instruments, and statistical analyses that will be used in the research (as applicable):

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4. **DISTRICT BENEFIT** - Please explain how this research will have a **clear, direct, and immediate benefit** to the district in terms of informing educational practice:

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5. **DISTRICT BURDEN** - Please complete the table below indicating **who will be involved** in your proposed data collection activities. Use a separate line of information for each school or grade level or type of person. Include expectations of the school district staff members. Use additional sheets if necessary.

School (s) involved	Grade level(s)	Type of persons involved (students, teachers, principals, parents, etc.)	Number of persons involved	Amount of time per person

6. Please list the types of data collection activities you are proposing. Include copies of any questionnaires, interview schedules, or other instruments you plan to use.

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7. For each instrument listed in the previous question, please complete the table below (use additional sheets if necessary).

Type of data collection instrument (written survey, for example)	Person(s) receiving the instrument	Time frame for distributing the instrument (month, day)

8. Is your research proposal being reviewed by a Human Subjects Review Committee (Institutional Review Board "IRB")? If yes, include the application or letter of approval from the IRB.

\_\_\_\_ Yes    \_\_\_\_ No

9. Will you need to use school district facilities to complete your research study?

\_\_\_\_ Yes    \_\_\_\_ No

a. What facilities will you need? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b. When will you need to use these facilities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

c. Why do you need to use these facilities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Will you require access to student records? \_\_\_\_ Yes    \_\_\_\_ No

If yes, please indicate what records you need to access, and why you need to access them.

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\_\_\_\_\_  
\_\_\_\_\_



Title of Research Project: \_\_\_\_\_

The proposed research activities to be conducted with the use of Fairbanks North Star Borough School District resources are in compliance with FERPA, PPRA, Alaska statutes and the school district's administrative regulation on External Research in the Schools (AR 1250). The research will not differ significantly from the activities proposed in this application. Any amendments to the original proposal must be submitted and approved by the designated committee. Any media publicity regarding the research must be approved first by the director of research and accountability.

All researchers agree to provide the research and accountability department with a written update on study progress, including relevant findings, no later than one year following the date of approval. Also, within three months of completion of the research and prior to submission for publication, the researcher will supply the research and accountability department with one copy of the final report and an executive summary or abstract. The applicant agrees to release his/her final report for publication by the FNSB School District without remuneration. Failure to comply with these requirements will be considered a breach of contract.

I, (please print) \_\_\_\_\_, as the principal investigator of the above named research understand and agree with the above statements, and will follow the guidelines set forth.

\_\_\_\_\_  
Signature of principal investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of secondary data recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of secondary data recipient

\_\_\_\_\_  
Date

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Received by RAD: \_\_\_\_\_

Action by FNSBSD:  Approved  Approved with modifications  Denied

Emailed applicant on: \_\_\_\_\_ Letter sent to applicant on: \_\_\_\_\_

(9/17/10)

