

Fairbanks North Star Borough School District  
Research & Accountability Department  
520 Fifth Avenue  
Fairbanks, AK 99701  
907-452-2000 ext. 11364

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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: [ellis.ott@k12northstar.org](mailto:ellis.ott@k12northstar.org).
- Submit one signed copy of this application to the Research & Accountability Department located in the 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 Statute. 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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 Statute 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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**For Office Use Only**  
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Received by RAD: \_\_\_\_\_

Action by FNSBSD:  Approved  Approved with modifications  Denied

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