

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

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 collection 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: ellis.ott@k12northstar.org
- Submit one signed copy of this application to the Research & Accountability Department located in the Administrative Building.

Internal Research Application

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

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.

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

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

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: _____