

External Research Review Process Summary

Below is a summary of Jeffco's external research review process. Until the entire review process has been completed, researchers should not contact any Jeffco schools or departments about the study.

REVIEW PROCESS

- ☐ Researcher completes application form and submits all required materials to Jeffco Review of External Research (JREER) Committee, Assessment & Research.
- ☐ Application materials are checked for completeness. If incomplete, applicant is notified by JREER representative.
- ☐ Once application materials are complete, the entire packet is sent to reviewers. From this point, the review process begins and can take 8-12 weeks or longer, depending on the complexity of the application and the extent of district impact.
- ☐ Reviewers evaluate the study/materials and **1) initially review the study and stipulate conditions** that need to be fulfilled before preliminary approval can be granted, **OR 2) preliminarily approve** the study, **OR 3) do not approve** the study.
 - ☐ If the study is **initially reviewed with conditions**, researchers respond and provide revised documents to the committee. The committee reviews the revised documents and if satisfactory, grants preliminary approval.
 - ☐ If the study is **preliminarily approved**, the committee notifies the principals/program managers by letter that the study has been preliminarily approved and that they will have to provide final approval if they wish their schools to participate.
 - ☐ If the study is **preliminarily approved**, the committee notifies the researchers by letter that preliminary approval has been granted but that they will need to **request final approval from the principals/managers** at the schools/departments selected for the research.
- ☐ Researchers contact principals/managers with information about the study and request final approval. If final approval is granted, researchers **submit final approval letter signed by principal/program manager, or email directly from principal stating approval**, to JREER representative, and may begin research project as defined by research proposal and amendments.

PLEASE BE AWARE:

Preliminary approval from the committee is not authorization to begin the study in Jeffco Schools. If preliminary approval is granted, researchers must request final approval from the principals/managers in the schools/departments where the study is to take place.

Preliminary approval from the External Research Review Committee does not in any way guarantee that principals/managers will provide final approval. It is entirely their decision to participate or not in external research studies, per district policy.

If schools or departments have been contacted by external researchers before the review process has been completed, principals/managers should direct the researchers to the External Research Review Committee and should not provide any data or information/agreements to the external researchers.