



2023-2024

FLORIDA STATE UNIVERSITY SCHOOLS RESEARCH REQUEST FORM

Please fill out this form electronically. We ask that you utilize professional grammar and mechanics in all sections as contents may be featured in future publications. Research projects may begin once (1) up- to-date approval documentation from the IRB/HSC is received and (2) background clearance has been obtained. Appropriate documentation of background clearance is required at the front desk.

Direct questions or concerns to FSUS Director of Research, Data & Learning, Megan Crombie mcrombie@fsu.edu 850-245-3798.

Date (mm/dd/yyyy): _____

Investigator: _____
Last Name , First Name

Department and University: _____

Department Address: _____

E-mail address: _____

Phone numbers (work / home / mobile): _____

Last four digits SSN: _____

University status: _____
(i.e., freshman, senior, graduate student, professor etc.)

(Note: If research assistants do the testing/ data collection at FSUS, please attach a list with their names, e-mail, phone number and last four digits of their SSN)

** Student investigators, please provide contact information of your class instructor /advisor / major professor:

Name: _____

Department/University: _____

Address: _____

E-mail address: _____

Work phone number: _____

◆ Have you received written approval for this research from the FSU Institutional Review Board/Human Subjects or other Institutional Review Board?

Committee (IRB/HSC) No___ Yes___ Expiration date: _____

◆ Describe the FSUS space that you would like to use:

(Note: Researchers do **not** have access to FSUS equipment or supplies (i.e., copying machines, computers, printers, video cameras, paper, etc.)

◆ Extent of FSUS faculty involvement (*Underline one*):

- Co-responsible as an investigator / grantee (i.e., helped develop the research question, methodology; collects and analyzes data; writes publication(s))
- Collaborator / research assistant (i.e., performs substantial research duties for principal investigators, e.g. collects and analyzes data, reviews and edits publications; organizes and coordinates research activities)
- Not directly involved (i.e., assists with subject management and other minor duties, coordinates with researcher)

If applicable, list the names of FSUS teachers involved in the research:

◆ You may add any information that further describes or clarifies your request:

* By the end of each school year (June 1st) I agree to submit to the Research Director:

- a) a list with the names of the research participants from whom data were collected and a letter of assurance that states that informed consent has been obtained from these participants
- b) a 1000 word research summary describing the research hypothesis, findings and conclusions, and also briefly indicating the significance and recommendations for educational practices.
- c) a bibliography listing journal articles, conference presentations and other publications or presentations that are based on data from the research project. Also include manuscripts submitted for publication or in preparation.

* I agree to give credit in an appropriate manner to the Florida State University Schools, Inc. and the teachers involved in the study.

* I agree to obtain a FSUS background clearance for myself or my assistants before making visits to FSUS, and to follow proper check in and check out procedures with the FSUS receptionist while visiting the FSUS campus.

(Note: Research projects may not begin until a background clearance has been obtained from FSUS)

Investigator signature: _____ Date: _____

Supervising faculty member signature: _____ Date: _____

Note: Please submit the form as an e-mail attachment to Megan Crombie mcrombie@fsu.edu

FSUS Background Checks and Clearance:

- **At least two weeks** before the start of the research, e-mail to the Research Director the names and last four digits of the SSN of anyone performing the research at FSUS. Please indicate if fingerprints are older than 90 days.
- FSUS Human Resources will perform the background check for FSUS and will contact you if there are questions about a clearance. Researchers need to be fingerprinted at the Leon County School district office (\$95) for us to complete our background check. They must indicate on the application that the results are to be shared with Florida High. This can be done when LCS uses the “2Z” option. We require a valid Leon County Schools clearance card when fingerprints are older than 90 days. **Important: a clearance for Leon County Schools does not automatically constitute a clearance for FSUS; while we share the results of fingerprints with Leon County Schools, we are obligated by law to maintain our own background check and clearance file on people wishing access to our school.**

- A Florida driver’s license is required at the first check in.

Submit research request to:

Megan Crombie
FSUS Director of Research, Data & Learning
mcrombie@fsu.edu

