

Judson ISD External Research Application Number: _____
(For district use only.)



EXHIBIT 1

APPLICATION FOR RESEARCH IN JUDSON ISD (Revised January 2023)
These are the forms that are used to implement the External Research Guidelines.

**Judson ISD does not permit research involving minor-aged students in primary data collection.
The district requires active informed consent for all research participants.**

1. Principal Investigator of Research Project:
2. Institutional Affiliation:
3. IRB Application Number:
4. Date of IRB approval:
5. Address:
6. Telephone No:
7. Email address:
8. Title of Research Project:
9. Proposed dates of the study: Start _____ End _____
10. Purpose of the Study:
11. Brief description of the Study:
12. Data Collection Instruments (list and attach a copy of each instrument).
13. Description of methods to be employed:
14. Exactly how many schools, teachers, and staff are required?



EXHIBIT 1 (Continued)

- 15. Are there any special conditions or restrictions regarding the type of teachers or staff to be involved?

- 16. How many minutes of instructional time would teachers/staff be required to forgo to participate in this study?

- 17. How much time would be required of teachers and/or other staff?

- 18. What will be the paperwork burden on our teaching or administrative staff?

- 19. What space or facilities will you need in the schools?

- 20. Do any of the methods or data collection procedures constitute a potential emotional or physical threat to the teachers or staff?

No _____ Yes _____

If yes, please explain.

I understand that I am requesting assistance with a research project, and I am not requesting information pursuant to the Texas Open Records Act. If my request for research is granted, I agree to abide by all policies, rules, and regulations of the district, including the mandatory criminal background check if required for collecting data on campuses.

Signed _____

Date _____



EXHIBIT 2

JUDSON ISD EXTERNAL RESEARCH REQUEST REVIEW FORM

Name of applicant:

Title of project:

Date received:

Reviewer, please indicate your recommendation below referring to the criteria on the reverse side of this form.

_____ I recommend approval of the project, as submitted, in accordance with the JISD procedures for External Research.

_____ I recommend approval of the project, with the following conditions and modifications:

_____ I recommend the project not be approved for the following reasons:
(You must give specific reasons referencing the submitted materials.)

Additional feedback:

Reviewer (Print) _____

Date _____

Title _____

Signature _____

Please return to: pjohnson@judsonisd.org



EXHIBIT 3

CRITERIA FOR COMPLETING RESEARCH REQUEST REVIEW CRITERIA USED IN REVIEWING RESEARCH

- (1) Research will generally not be approved to start prior to the fourth week of school or continue into the last two weeks of school.
- (2) The extent to which Judson ISD will directly benefit from the study:
 - (1) Specific use in Judson ISD for results and findings
 - (2) Materials and/or services donated.
- (3) Impact on instructional time
 - (a) Studies done within one class period are favored over longer time periods.
 - (b) Studies taking more than one period will only be approved if there are strong reasons for participation. At the secondary level Honors courses will generally be excluded.
 - (c) Longer studies will routinely be disapproved, and studies requiring few schools and teachers are favored over larger studies.
 - (d) In other words, studies should use the fewest number of sites and personnel (teachers or staff) as possible.
- (4) The technical quality and rigor of the study
 - (a) Contribution to the field of education
 - (b) Quality and clarity of the purpose of the proposed research
 - (c) Quality and clarity of research design and data collection tools and techniques
 - (d) Appropriateness of the data analysis procedures and tools
 - (e) Qualifications of the agency performing the research
 - (f) Qualifications of the individual researcher
- (5) An accurate and understandable letter of consent¹ is required and must:
 - (a) Clearly identify the researcher and the agency,
 - (b) Have a place for the participant to give consent,
 - (c) Have a place to be dated if consent is given,
 - (d) Specify the data to be collected or records released,
 - (e) Specify the reason(s) for the research,
 - (f) Identify to whom information will be released,
 - (g) Describe any procedures to be followed and identify any which are experimental,
 - (h) Describe any foreseeable risks or discomforts,
 - (i) Describe any benefits,
 - (j) Explain the extent to which confidentiality of records will be maintained,
 - (k) State whom to contact with questions or concerns,
 - (l) State participation is voluntary, and individuals may withdraw from the study without jeopardy.

¹ In non-experimental studies (no active manipulation of an experimental variable) a notification form is sufficient.