

USD #497 RESEARCH APPLICATION INSTRUCTIONS

Submit to the Director of Data & Assessment:

- Completed *Application to Conduct Research in Lawrence Public Schools* form
- Brief overview of the research literature and research question(s).
 - Include estimated timeline
- Any tools that will be used for data collection
 - Surveys/tests; methods for recording data; interview protocol(s)
- A list of data fields needed (if asking for archival data)
- Drafts of consent/permission forms
- Your procedures for ensuring the privacy of individuals relative to your study
- Human subjects and/or IRB approval documents

Information provided by the researcher will be reviewed by the District Data Governance team. Written notice will be given as to acceptance or denial of each research project.

NO CONTACT SHALL BE MADE WITH INDIVIDUAL STUDENTS, TEACHERS, OR PRINCIPALS UNTIL THE APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE DISTRICT'S DATA GOVERNANCE TEAM AND THE DIRECTOR OF DATA & ASSESSMENT.

Upon notification of approval, it will be the researcher's responsibility to obtain permission from building principals to conduct research at each participating attendance site. A permission form signed by each participating principal must be returned to the director of data & assessment prior to the beginning of the project.

At the conclusion of the project, the researcher will submit to the Director of Data & Assessment:

- access to a copy of all data and information collected upon request.
- a summary or extract of the resulting article, research reports, thesis, or dissertation, indicating findings, conclusions, and implications.
- an abstract, one or two brief paragraphs, of the total project that could be circulated to interested staff.

Return completed application to:

Jana Craig-Hare, Ph.D.
Director of Data & Assessment
research@usd497.org

Application to Conduct Research In Lawrence Public Schools

Please complete this form and attach the pertinent details regarding your proposal.

Date

(Name)

(email)

(Mailing Address)

(Telephone)

(City)

(State)

(Zip)

The research is for:

Master's
Specialist

Ed.D.
Ph.D.

Other

University/School/Sponsoring Organization

Project Title or Descriptor:

Has the project been submitted to a committee on human experimentation?

Yes

No

If no, please explain:

Do you have an Institutional Review Board (IRB) approval for your research?

Yes

IRB #

No

If no, please explain:

Participant Description:

Number of Schools
Number of Teachers

Number of Students

Preferred Schools/Grades/
Participants:

Type of Research Design:

Anticipated Dates:

Beginning
Final Report Available

Ending

Alignment to the USD497 Strategic Plan:

Cohesive Curriculum
Student-Centered Learning
Safe & Supportive Schools
Effective Employees
Data-Informed Decisions

State briefly the purposes of the study and summarize the procedures to be employed including unique educational values to the Lawrence schools and what you will need from us (participants, data, etc.).

By signing below the researcher agrees:

- to respect the highly confidential nature of the information collected.
- to reimburse the district for any additional district staff time required to complete the project.
- that data collected in connection with an approved study may not be used for purposes other than those stated on this application form.
- to obtain specific approval prior to publication of such research (other than as specified in this proposal).

Signature of Applicant _____

Signature of Department Chairperson/Advisor _____

* * * Internal Use Only * * *

Departments Impacted:

<input type="checkbox"/> Communications <input type="checkbox"/> Facilities <input type="checkbox"/> Inclusion, Engagement & Belonging	<input type="checkbox"/> Curriculum, Instruction & Assessment <input type="checkbox"/> Finance <input type="checkbox"/> Special Services	<input type="checkbox"/> District Services <input type="checkbox"/> Human Resources <input type="checkbox"/> Technology
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Date Approved _____ Date Denied _____

 Jana Craig-Hare, Ph.D.
 Director, Data & Assessment