

Guidelines for Conducting Research in the Dallas Independent School District

DEPARTMENT OF EVALUATION AND ASSESSMENT

OVERVIEW AND PURPOSE

These guidelines contain information that internal and external researchers and evaluators must know to ensure proposed research and evaluation activities follow state and federal law as well as District policies and guidelines. Dallas Independent School District (ISD) board policies, as well as state and federal law, are legal guidelines that bind the district, its employees, and its students. Such policies and laws take precedence over the information in this *Guidelines for Conducting Research in the Dallas ISD*. Any conflicts shall be interpreted and resolved in compliance with and in favor of board policy and/or applicable laws.

Dallas ISD supports high quality research and/or evaluations that addresses well-informed research questions of educational importance. Dallas ISD also supports employees who are seeking graduate degrees. The Research Review Board (RRB) acts on behalf of the Superintendent of Schools to review research proposed by internal Dallas ISD departments, employees seeking graduate degrees, and external researchers. The RRB is comprised of members from the Evaluation and Assessment Department. The RRB works collaboratively with the Dallas ISD Legal department, Partnership Services, School Leadership, Teaching and Learning, and Human Capital Management to ensure all proposed research topics are desired and in the best interest of Dallas ISD. These guidelines are meant to provide researchers with a clear understanding of the research encouraged within Dallas ISD and procedures for submitting a research proposal for review.

There is no right or guaranteed access to Dallas ISD students, staff, or data for research and/or evaluation purposes. Similarly, district policy prohibits internal local agreements (ILA), memorandums of understanding (MOU), or partnership agreements from including research, evaluation, or other data collection activities. Approval of research and/or evaluation activities may be granted by the RRB when the activities are in the best interest of the District. If access is granted, researchers may only access schools, students, staff, and data relevant to the research approved by the RRB.

Additional information and research application forms can be found on the RRB website: <https://www.dallasisd.org/Page/868>

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TABLE OF CONTENTS

OVERVIEW AND PURPOSE	1
DALLAS ISD VISION	3
DALLAS ISD MISSION	3
DALLAS ISD STUDENT OUTCOME GOALS.....	3
GUIDING PRINCIPLES	4
Important Policies to Review	4
What is Considered Research?.....	5
Research Categories	5
District Sponsorship.....	6
RESEARCH REVIEW PROCESS	6
Criteria for Evaluating Research Applications.....	7
Research Restrictions.....	7
RESEARCH APPLICATION.....	9
Instructions & Required Documents	9
Section I – Main Project/Principal Investor Contact Information	9
Section II – Research Application	10
Section III – Partnerships.....	10
Section IV – Data.....	11
Section V – Research Study	11
Section VI – Confidentiality and Ethical Considerations.....	12
RESEARCH APPLICATION DECISIONS	15
Research Modification, Renewal and Completion.....	16
DATA SHARING AGREEMENTS	16

DALLAS ISD VISION

Dallas ISD seeks to be a premier urban school district.

DALLAS ISD MISSION

Educating all students for success.

DALLAS ISD STUDENT OUTCOME GOALS¹

1. Student achievement on state assessments in all subjects in Domain 1 will increase from 46 to 58 by June 2025.
2. Student achievement on the third-grade state assessment in reading at Meets performance level or above shall increase from 40.0 percent to 56.0 percent by June 2025.
3. Student achievement on state assessments in mathematics at Meets performance level or above shall increase from 42.3 percent to 56.0 percent by June 2025.
4. Middle-grade student achievement (grades 6-8) on state assessments in all subjects in Domain 1 will increase from 40 to 50 by June 2025.
5. The percent of graduates who are college, career, or military ready (CCMR) from Domain 1 will increase from 42% to 67% by June 2025.

¹ AE(LOCAL)

GUIDING PRINCIPLES

The RRB reviews research applications considering the following principles:

1. Preventing the undue disruption of the educational process.
2. Preventing the undue hardship on District staff and/or resources.
3. Protecting the privacy of students and staff and ensuring compliance with state and federal law.

The Federal Educational Rights and Privacy Act (FERPA) and the Texas Education Code state that information about an individual student is private and confidential and is generally only accessible with parental consent. The Dallas ISD Board Policies on Access to Student Records² and Parent and Student Rights of Access to and Confidentiality of Student Records³ is consistent with the state and federal law, ensuring the confidentiality and protection of student record files.

Important Policies to Review

Prior to submitting a research application, the following Dallas ISD policies and state and federal regulations should be reviewed:

- Dallas ISD educational Philosophy
<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=361&code=AE#localTabContent>
- Dallas ISD Parents and Student Rights of Access to and Confidentiality of Student Records
[https://pol.tasb.org/Policy/Download/361?filename=FNG\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/361?filename=FNG(LEGAL).pdf)
- Dallas ISD Student Records
[https://pol.tasb.org/Policy/Download/361?filename=FL\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/361?filename=FL(LEGAL).pdf)
[https://pol.tasb.org/Policy/Download/361?filename=FL\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/361?filename=FL(LOCAL).pdf)
[https://pol.tasb.org/Policy/Download/361?filename=FL\(REGULATION\).pdf](https://pol.tasb.org/Policy/Download/361?filename=FL(REGULATION).pdf)
- Family Educational Rights and Privacy Act (FERPA)
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Individuals with Disabilities Education Act (IDEA)
<https://studentprivacy.ed.gov/resources/ferpaidea-cross-walk>
- The Protection of Pupil Rights Amendment (PPRA)
<https://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>
- Health Insurance Portability and Accountability Act (HIPAA)
<https://www.hhs.gov/hipaa/index.html>

² FL(LOCAL); FL(LEGAL); FLA(LOCAL); FLA(REGULATION)

³ FNG(LEGAL)

What is Considered Research?

Dallas ISD defines research as any activity that includes, but is not limited to, various evaluation, measurement, and inquiry activities such as: (1) systematic investigation (including research development, testing, and/or evaluation), designed to develop or contribute to general knowledge; (2) collecting and analyzing information aimed at discovering new facts and correct interpretation of the facts to draw conclusions; and (3) quantitative and qualitative activities such as observations, interviews, case studies, ethnographic analysis, analysis of written materials, analysis of secondary data, achievement testing, surveys, experimental designs to examine causal relationships, product testing, and analysis of cost and management records.

****Please note that researchers wishing to only use publicly available data do not need to submit a research application to the district.**

Research Categories

Internal Research

Internal research involves Dallas ISD departments who plan to conduct research on improving services and programs within their area of supervision. This explicitly excludes employee research towards a master's thesis or dissertation. Internal researchers must obtain the approval of their director prior to submitting a research proposal. The RRB will work closely with internal Dallas ISD departments to ensure that the research activities comply with District policies and procedures. Access to student level data for use in internal research must be requested through a formal, internal data request after the research proposal has been approved.

Employee Research

Employee research includes research conducted by employees for personal purposes outside of their work duties and/or work hours (e.g., research for the completion of a master's thesis or doctoral dissertation). All employee researchers must submit a full proposal (outlined in this document) to the Dallas ISD RRB. In addition to the research proposal requirements, employees must ensure that confidentiality, anonymity, and voluntary participation of participants will not be compromised because of the employee's collegial or supervisory relationship with participants. Please refer to page 9 for research restrictions that apply directly to employee research.

External Research

External research includes (1) independent research conducted by individuals, organizations, or agencies not affiliated with Dallas ISD; or (2) third parties conducting research or evaluation activities on behalf of a Dallas ISD partner or contracted vendor. External researchers must submit a full research proposal (outlined in this document) to the Dallas ISD RRB if they propose to conduct research. In addition to the research proposal requirements, third parties conducting research or evaluation activities on behalf of a Dallas ISD partner or contracted vendor must include a copy of their internal local agreement (ILA), memorandum of understanding (MOU), or partnership agreement detailing the services provided to the

district. All external research must receive district sponsorship **before** a research application can be submitted.

District Sponsorship

All external research must receive district sponsorship **before** a research application can be submitted. District sponsorship is the process by which external researchers provide evidence that the district and its partners (1) have reviewed the research project overview and the associated research activities, (2) have reviewed all study materials and content and confirm that it aligns with District objectives and values, and if applicable, with current TEKS, (3) are interested in participating in the research project, and (4) believe that the research will be valuable and its findings will be used to inform the work of the department or district as a whole.

Who Can Sponsor Research?

In general, district sponsorship must be received by the content department(s) most closely related to the content of the research.⁴ For example, if the research project will evaluate the impact of a reading tutoring program, then district sponsorship should be sought from the Reading Language Arts department. The sponsoring department Director and Chief must initial and sign the *Sponsor Statement of Support form* **before** the research application can be submitted. **Campus principals, teachers, and staff cannot sponsor a research study.** Review and approval by a district sponsor does not guarantee a study will be approved by the RRB. Additional approvals or support may be needed if:

- The research project involves evaluating a district partner or vendor, then a separate letter of support from those organizations must be submitted along with the completed *Sponsor Statement of Support form*.
- A grant is being utilized to fund the project and funds will be provided to Dallas ISD, then the project will need to be reviewed by the Dallas ISD Special Revenue department.

RESEARCH REVIEW PROCESS

The RRB meets every other month to evaluate all research requests including new proposals for research, resubmissions, and continuing projects. Reviewers have one review cycle to complete their application review. Decisions resulting from the research review process will be emailed to the applicant of the request as well as appropriate Dallas ISD staff after the review meeting. Researchers (internal or external) **may not** begin any research activities or obtain data for research purposes without first following the procedures outlined in this policy and securing the necessary approvals.

All requests to conduct research within Dallas ISD must be submitted using the online application system by the final submission date in order to be reviewed at the following meeting. Research applications should be submitted at least 90 days in advance of the proposed beginning of the research activities. Research proposals will be reviewed when the applicant submits all required information and any additional

⁴ A complete list of all Dallas ISD departments can be found at <https://www.dallasisd.org/site/Default.aspx?PageType=1&SiteID=1&ChannelID=62&DirectoryType=6>

documentation as requested by the RRB. Submission deadlines and scheduled meetings are provided on the RRB website. The RRB does not meet in December. Submissions received in December will be assigned to reviewers at the January meeting.

The research application fee schedule can be found on the RRB website. Research application fee payments should be made out to Dallas ISD and can be paid using personal or organizational checks, cashier's check, or money orders. The RRB is not able to accept credit cards. The RRB can provide an invoice for the fee if desired but is not able to provide purchase orders. The research application fee should be mailed to:

Attention: Ann Barnett
Dallas ISD Research Review Board
9400 North Central Expressway, Box 10
Dallas, TX 75231

Criteria for Evaluating Research Applications

In addition to complying with Dallas ISD Board policy and federal and state laws and regulations, proposed research should also:

- Demonstrate educational value to Dallas ISD directly. Research that only seeks to contribute to the profession of education will not be approved.
- Manifest a sound research methodology using valid and reliable techniques. Studies judged as poorly designed or justified may be rejected by the committee.
- Provide evidence that the researcher and/or research team is qualified and has advanced skills in conducting and carrying out the proposed research methods and analyses. Researchers should have demonstrated the capacity and experience to successfully complete the project.

Research Restrictions

Prior to submitting a research application, the following Dallas ISD and RRB policies should be considered when selecting participating schools, determining recruitment and data collection procedures, and providing compensation for participation. The RRB may place additional conditions on an external researcher such as requirements related to insurance and criminal background checks. The RRB's approval of an external research project may be withdrawn for any reason at any time. Compliance with the following policies is strictly enforced:

- There must be minimal interference with school instruction and operations, and with relationships between students, parents, and school and district staff.
- **Research activities cannot take place during state and district testing windows.** The district and state test calendar can be found on the State and National Assessment department website: <https://www.dallasisd.org/Page/55187>

- During the school year, primary data collection must be completed before Spring Break. No data collection will be permitted between Spring Break and the end of the school year, with minor exceptions for instructional, student services, professional development, or other district-sponsored programs.
- Research that proposes to implement a new curriculum, intervention, technology platform, or professional development must have an established partnership agreement from the appropriate department.
- Data collection activities such as surveys, questionnaires, and assessments must be completed before or after school hours unless these activities are part of the normal classroom curriculum.
- Active written consent from parents and active written assent from students is required for students to participate in **ANY** research activities (e.g., intervention or programmatic activities, surveys, questionnaires, assessments, or observations).
- Video recording in the classroom is strictly prohibited.
- Personal, social, or psychological research that may be in conflict with the rights of individuals or groups will not be approved.
- Medical research or research involving the collection of biological specimens of any kind will not be approved.
- Dallas ISD resources (i.e., Dallas ISD email, printing materials, etc.) cannot be used for research activities.
- Dallas ISD staff time cannot be used to solicit participation. Recruitment of participants is the sole responsibility of the researcher.
- **Dallas ISD staff may not be utilized to collect data or carry out research activities (i.e., administering or collecting consent forms, administering assessments or surveys, etc.).**
- The RRB does not have the authority to grant permission for the use of Dallas ISD school buildings for data collection. This arrangement must be made with the school principal and/or the Dallas ISD Real Property Management department.
- Any compensation provided for participation in research must be described. It is acceptable for proposals to include compensation for Dallas ISD students who participate in research projects. However, it is against Dallas ISD Board policy for Dallas ISD staff to receive compensation for participation in research projects during school hours. Dallas ISD staff participating in research activities outside contract hours may receive participation incentives. Note that for proposals that include professional development outside of contract hours for teachers, it is appropriate to provide reasonable compensation for participation.
- Researchers may not request data directly from schools or departments. All data requests must be submitted to the Evaluation and Assessment department after a data sharing agreement has been established. Researchers may not receive personally-identifiable student-level data unless the

researcher also provides Evaluation and Assessment with written evidence that the parent or student, as appropriate, has consented to the release of student records.

- Research on the following topics will not be considered:
 - Political affiliations or beliefs
 - Mental or psychological problems
 - Sexual behaviors or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behaviors
 - Use of drug, alcohol, or tobacco
 - Critical appraisals of other individuals with whom the participant has a relationship
 - Religious practices or beliefs
 - Employee evaluations
- Research conducted by a Dallas ISD employee:
 - Must occur outside of normal work requirements.
 - Cannot occur on the employee's home campus.
 - May not include research on individuals known to the researcher. Researchers must use independent research subjects in their studies. For example, principals cannot collect data from staff in their schools because this would present a conflict of interest. Similarly, teachers cannot collect data from their current or former students.

RESEARCH APPLICATION

Instructions & Required Documents

Please note that all supporting documentation (e.g. resumes, training certificate, IRB approval letters, consent/assent forms, data collection instruments, Access to Confidential Data and Assurances form, recruitment script, etc.) must be uploaded and submitted at the end of the research application.

Section I – Main Project/Principal Investor Contact Information

The **Main Contact Information** section names the primary investigator, title, and status (i.e., student, professor, director, etc.) within the institution or organization. A Dallas ISD employee must disclose a Dallas ISD employee ID number and position in this section. **Assurance form to Dallas ISD and access to confidential data form** indicates the researcher agrees to abide by all policies, rules, and regulations of the district. It must be signed by the primary researcher and research supervisor (if applicable). The **Project Director or Supervising Professor** section names the contact information for whomever has supervisory responsibilities over the research staff, associates, or analyst(s) conducting the research. For graduate students, the thesis or dissertation committee chair contact information should be provided. The **Research Staff** section names the contact information for additional individuals who will be involved in research activities or performing data entry, data management, and/or analyses of collected data.

Curriculum Vitae/Resume

The researcher, project director/supervising professor, and all research staff must submit a copy of their C.V.s or resumes to provide evidence of experience in research or evaluation.

Ethics Training Certificates

The researcher, project director/supervising professor, and all research staff must submit a copy of their research ethics training certificates. NIH, CITI, or any other university approved research ethics training certificate can be provided. Expired certificates will not be accepted.

FERPA Training Certificates

The researcher, project director/supervising professor, and all research staff must submit a copy of their U.S. Department of Education FERPA Awareness Training – FERPA 101: For Local Education Agencies certificate of completion. If secondary data will be requested, then the researcher and research staff must submit a copy of their FERPA 201: Data Sharing under FERPA training certificate of completion. Training courses can be accessed through the U.S. Department of Education Protecting Student Privacy website - <https://studentprivacy.ed.gov/content/online-training-modules>

Section II – Research Application

Provide title of the study as well as the estimated start and end dates for the study. The **Executive Summary/Study Abstract** provides a synopsis of the proposed research including research purpose, individuals (i.e., students, teachers, etc.) included in research; and length of time data collection is to take place (300-word limit). The **Contribution to Dallas ISD and the Field of Education** section should clearly describe how Dallas ISD will benefit from the research in achieving the district vision, mission, and meeting student outcome goals.

Provide a response to the question: Are you proposing implementation of a new curriculum, instructional tool, intervention or professional development? (If 'No', then you will proceed to Section IV)

Section III – Partnerships

Partnership Agreements

A Partnership Agreement is required if your project intends to provide a program or service free of charge to the district. Examples of free services include offering a new intervention; implement a new curriculum or classroom technology, or providing professional development to teachers or staff. A formal partnership agreement will need to be sought through our Partnership Services department and established before research activities can be considered. If your organization is a governmental entity (i.e. receives state/federal funding), then the partnership agreement would be an Interlocal Agreement (ILA) which would require the sponsoring department(s) to present and receive Board approval of the agreement. It is important to note that the establishment of a partnership agreement or an ILA is for the program/service

delivery **ONLY**. Establishment of a partnership agreement or an ILA does not guarantee the district will approve the proposed research activities.

Section IV – Data

The **Data** section indicates what type of data will be collected or requested for the project. If the project is targeting specific grade levels and campuses, please indicate that here. Researchers that are collecting **primary data** on Dallas ISD campuses **MUST** complete a background check. To obtain a background check, please visit Dallas ISD's Volunteer Department page and [create a volunteer account](#). After creating an account, under **Volunteer Application**, select "General" for Volunteer Type and check the radial box to give consent for a criminal records check. Under **Additional Information**, select "Other" and click "Evaluation and Assessment." Please make sure your provided email address is current. You should receive an email confirmation 48-72 hours after submitting request (DISD employees will not receive confirmation).

If the project will require **secondary data** (data that is already collected by the district), indicate what data variables will be requested. Each data variable requested must be appropriate for answering the proposed research questions. Before data can be shared, a data sharing agreement will be executed once the application has been approved.

Data Collection Instruments

A copy of any surveys, interview protocols, or other data collection instruments should be submitted with the research application. This includes any assessments administered to students. For online surveys, a listing of the items and a link to the online survey is required.

Principal's Intent/Permission and Time Requirement

Principal's Intent/Permission and Time Requirement Form is required if the project involves direct participation by students or staff on district campuses. Researchers are required to schedule a time with campus principals to inform them of the project purpose, types of activities being requested to take place on the campus, and the time requirement for each activity by participant type (e.g., student, teacher, staff, etc.).

Section V – Research Study

1. The **Purpose** section provides a summary of the literature supporting the proposed research. If the project involves evaluation of a program or intervention, a summary of the program or intervention should also be provided.
2. The **Research/Evaluation Question(s) and Hypothesis** section provides a summary of the research questions to be addressed. Quantitative research studies should also provide the hypotheses.
3. The **Research Design** section provide a description of the specific research design for this study, including specific research methods. Appropriate research methods must be used. A thorough description of the research protocol should indicate who will collect the data, how the data will be

collected, and any involvement of Dallas ISD staff. Researcher should also clearly outline the amount of time necessary to complete data collection. If necessary, a timeline of research should provide the start and end dates of all research activities and data collection. Please note that if research activities exceed one year beyond the date of proposal approval, an extension must be submitted annually as a Modification Request.

4. The **Sample Selection** section provides a thorough description of participant selection and recruitment methods, including any inclusion or exclusion criteria. This section should also include a detailed description of the time required to participate in each research activity by the participants.
5. The **Analyses** section provides a thorough description of the type of statistical analyses or qualitative coding/thematic analyses to be used on the data collected or secondary data requested. The data analyses should be appropriate for answering the proposed research questions.

Section VI – Confidentiality and Ethical Considerations

The **Potential Harm** section provides an explanation of participant emotional or physical harm that may result from project participation. The **Confidentiality** section provides a description of how participant consent will be collected and confidentiality will be maintained. This section should also include a description of how electronic and paper documents will be maintained and secured as well as who will have access to the data.

Parental Consent

A copy of all IRB approved and stamped informed parent consent form(s) must be included in the application. All research surveys, assessments, analyses, or evaluations require the prior written and active informed consent of a parent or legal guardian on behalf of a minor student before data collection commences. Regardless of the sponsoring university or agency's requirements, parent consent form must be written in easily understood language in both English and Spanish and should provide the following information:

- The title of the study and identification of the researcher(s) conducting the study (e.g., doctoral candidate at X University);
- The purpose(s) for collecting data (e.g., to learn about foreign language acquisition in primary school students);
- A description of what participants will be asked to do (e.g., complete a written survey, respond to a group interview with eight other students);
- The amount of time required of participants;
- A notice that participants will be audio recorded (if applicable) with an explanation of how the recordings will be used and what happens to the tapes after the research is completed;
- A description of any individually-identifiable student data to which the researcher seeks access (e.g., test scores, attendance records, addresses, and phone numbers) and how and when data

will be destroyed. There must also be a separate yes/no check box referring to the release of student-level data;

- A notice that all information will remain confidential;
- A notice that participation is entirely voluntary, and participants may withdraw from the study at any time, without negative consequences;
- A notice of any reasonably foreseeable risks or benefits to the participant;
- A local or toll-free telephone number for the researcher(s) the parent or participant may call if there are questions or concerns;
- And the following statement (in **BOLD** font):

I understand that, while this project has been reviewed by Dallas ISD, Dallas ISD is not conducting the project activities.

Space and lines for the student's name and parent/guardian signature should be provided at the bottom of the document. There must be a checkbox to indicate either consent or refusal to participate. The parent signature must refer to "Yes, I agree to have my child participate" or "No, I do not give consent for my child to participate". Active consent, i.e., signature approving participation, is required under the federal Protection of Human Subjects regulations. Passive consent, failure to object after notice, is not sufficient.

If the consent form is longer than one page, a summary of what participants will be asked to do and/or the student level data to be requested from Dallas ISD must appear immediately above the parent's signature. In addition, the Protection of Pupil Rights Amendment (PPRA) passed under the No Child Left Behind Legislation requires that parents/guardians have access to all materials that will be used in school with their children. Therefore, all consent forms for research using instruments (e.g., surveys etc.) must also include the following text, verbatim:

Parents, please be aware that under the Protection of Pupil Rights Act. 20 U.S.C. Section 1232(c)(1)(A), you have the right to review a copy of the questions asked of, or materials that will be used with, your students. If you would like to do so, you should contact [INSERT APPROPRIATE CONTACT] at (XXX) XXX-XXXX to obtain a copy of the questions or materials.

Furthermore, researchers must have a plan to provide parents/guardians access to the surveys or materials that do not utilize Dallas ISD staff or resources. The phone number must be a local or toll-free number.

Student Assent

An IRB approved and stamped copy of the student assent form must be submitted with the application. Students who are between the ages of 12 and 17 (6th grade and above) are required to sign an assent form. This form should include many of the elements described above and the text of the form should

be at an appropriate reading level to ensure students understand their participation in the research project. Please note, if your study includes students who are ages 18 or older, they must be provided with informed consent forms. The informed consent forms for students ages 18 or over must include all of the elements described above for parental consent form (except for the PPRA language).

Staff Consent

An IRB approved and stamped copy of the staff consent form must be submitted with the application. Active informed consent forms must also be signed by any Dallas ISD staff asked to participate in research. Consent forms are to include all of the relevant elements described above.

Special Notes on consent and assent forms

- If parents and/or students speak and/or read in a primary language other than English, forms in appropriate alternative languages must be provided (e.g. Spanish language consent and/or assent forms).
- The researcher must retain all consent and assent forms and must be prepared to make them available if a parent, teacher, or school official questions student or staff member participation.
- To avoid any perceived coercion, the invitation to participate in research is to be printed on the researcher's stationery, and not on that of any office or school of the Dallas Independent School District. Consent and assent forms may not indicate Dallas ISD support of the research study.

Institutional Review Board (IRB) approval letter

If the research includes an intervention or interaction with a living person (i.e., a student, teacher, or parent) that would not occur but for the research, or if the researcher will obtain identifiable private data or information, then the researcher must obtain advance approval from an Institutional Review Board (IRB). Surveys, interviews, observations, questionnaires, and reviews of student files are all interventions or interactions that would require IRB review. Research that is typically exempted from IRB must include an exemption letter.

An IRB is generally associated with colleges or universities. The IRB evaluates whether the risk to the subjects of the research is reasonable in relation to the potential benefit [21 CFR 56.111(a)(2)] and, if the research is approved, will specify whether the researcher needs to obtain informed consent from the research. A researcher's lack of affiliation with a college, university, or other institution with an IRB, does not remove the IRB review requirement from the research review process. The fact that an IRB has approved a proposal for research does not mean that Dallas ISD must approve it. IRB approval only means that the proposed research design is in compliance with the federal regulations regarding human subject research (which are consistent with Texas law and Dallas ISD policy). Dallas ISD may determine that IRB-approved research does not warrant Dallas ISD support for the reasons previously described.

The RRB is permitted to provide Conditional Approval of a study if a university IRB requires Dallas ISD RRB approval to be sought first.

RESEARCH APPLICATION DECISIONS

Notice of Revisions Requested

If a research application needs minor edits, clarification, or is missing a document, the researcher will be notified of the need for additional revisions. Researchers have up to 90 days from the date of the Notice of Revisions to submit their edits, clarifications, and/or missing documents. Researchers may request an extension of no more than 30 days to submit their revisions. If the revisions have not been submitted within 90 days, the research application will be closed.

Notice of Approval

If a research application is approved, the RRB will issue a research approval letter to the researcher. The RRB's approval of a research application is limited to the study scope and methods outlined in the application. A researcher must provide a copy of the research approval letter to principals whose schools will be affected by the research project to notify them of the RRB's approval. If applicable, the researcher is also obligated to provide a list of all schools involved in the research within one month of beginning data collection.

Notice of Rejection

Application that are rejected by the Research Review Board are deemed by the board as having serious issues that likely cannot be addressed with a resubmitted application. Because of this, researchers whose applications are rejected are not encouraged to resubmit applications. Should a researcher insist on resubmitting an application, the resubmission must occur 6 months post from the date of the Notice of Rejection letter.

Research Modification, Renewal and Completion

Modifications

If a researcher wishes to modify the research scope or methods, or materially change the research activities (including surveys or other instruments or consent forms), the researcher must obtain prior written approval of the modification from the RRB. Requested changes must be submitted using the Research Modification form.

Annual Renewal

The RRB's approval of a research project will only be valid for a period of one year. If research activities extend beyond one year, the researcher must request approval annually for an extension from the RRB. Timeline extensions are requested using the Research Modification form.

Completed Studies and Evaluations

Upon completion of the project, the researcher must send a letter to the RRB notifying the committee of completion of the project. A copy of the final report or summary of the results must be provided to the Research Review Board, to the principal of the school studied, and to the Dallas ISD department that sponsored the research application (if applicable). Dallas ISD reserves the right to use the information in the research report or summary for educational programming or services, planning, solicitation of grants, staff development, and any other purposes to improve instruction or services provided to students. These reports must be emailed in PDF format to research@dallasisd.org or submitted by mail to the Dallas ISD Research Review Board.

DATA SHARING AGREEMENTS

Researchers that intend to request secondary or archived district data will be required submit a research data sharing agreement (DSA) once the related research application is approved. A research DSA cannot accompany a partnership or vendor agreement. Data elements or variables requested in the DSA must align with the data described and justified in the research application.

The DSA must be reviewed and approved by the Dallas ISD legal department before Dallas ISD staff can share any data. Once a DSA has been fully executed, then the Dallas ISD IT department will create a secure SFTP site for sharing data files. Personally-identifiable information (PII) will be removed from all data files before the files are shared via the SFTP site. Data request may take up to 60 days to process. A \$50 per hour (4-hour minimum) charge applies to all data requests.