



External Research Procedures

Information regarding the external research process as well as application material may be found on PfISD's Department of Accountability and Assessment website. Contact regarding research studies in the District shall be initiated through the Department of Accountability and Assessment.

Application Timeline and Approval Process

Applications must be submitted by June 30 to be considered for the following school year. PfISD will not accept new research proposals that start during the spring semester. Exceptions will be made for PfISD employees and/or applications that provide direct tangible benefits to the District. The completed application with all required documents will be reviewed by the appropriate departments chosen on a case-by-case basis depending on the proposal's subject area. The panel of reviewers will provide recommendations of whether the proposal should be accepted, rejected or accepted with required changes. Final decisions will be made by the PfISD Executive Leadership Team. Notification regarding application status will be provided by July 31st.

Once an application has been approved, the researcher may contact specific campus principals to discuss the proposed project and secure final approval. Principals have the final authority to approve or disapprove a project.

Student Research

Undergraduate Students

Although PfISD supports the local academic community, PfISD lacks the resources necessary to support undergraduate class assignments and research projects at this time.

Graduate Students

Students conducting independent or supervised research projects (e.g., for a master's thesis or a doctoral dissertation) need to submit a completed application, which includes: a detailed description of the research design and/or logic model; details regarding any data request for school records; survey instruments, interview protocols, and other data collection instruments; consent and assent forms; media release forms, and a \$50.00 application processing fee. Application fee is waived for current PfISD staff seeking an advanced degree.

Other Research Requests

Research Projects and Program Evaluations

Staff of research institutes or agencies may submit proposals to conduct research or evaluate a program within PfISD during the application submission window. All application materials should be

received by June 30 for projects beginning no sooner than the following school year. We will do our best to work with applicants on RFPs that are announced outside of the application submission window.

All proposals require a completed application which includes: a detailed description of the research design and/or logic model; details regarding any data request for school records; survey instruments, interview protocols, and other data collection instruments; consent and assent forms; media release forms, and a \$100.00 application processing fee.

Requests for Data

Approval of a research application does not automatically provide access to the data. A researcher must obtain an approved Data Sharing Agreement (DSA) with PfISD for access to individual data records. Any data the researcher plans on analyzing must be stated explicitly in the consent form(s). Researchers will not be allowed to access information, which is not described in the consent form unless a second consent is obtained. If the project is approved, data requests are processed at \$50 per hour.

Grant Partnerships and Letters of Support

Any organization requesting a letter of support must first contact the Department of Accountability and Assessment. The organization will be requested to submit an application and follow the same process outlined in this document. Once an application is received, the organization will be routed to the appropriate department to discuss the proposed partnership. Once the application has been approved, a letter of support is drafted and routed for a signature from the superintendent.

After The Research Study

The Department of Curriculum and Instruction will be given summaries of data collected and conclusions drawn from the research. The researcher will provide the district's professional library a copy of any book, journal article, dissertation, etc., written as a result of the study.