



External Research Adherence Practices

- All research must be conducted in compliance with state and federal laws, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Protection of Pupil Rights Amendment (PPRA).
 - Personally identifiable information in education records shall not be released by the district pursuant to the student records guiding policies, FL(LEGAL), FL(LOCAL), and FL(REG).
 - Individual students or staff must not be identifiable in any report.
 - It is expected that all persons collecting or using this information shall personally secure training or instruction concerning the legal requirements involved in handling these records.
 - Research studies must not pose any risks to subjects (risks of harm anticipated are no greater than those ordinarily encountered in daily life).
 - Research cannot begin without an official approval letter signed by the District Designee on official ECISD letterhead.
 - The consent/assent forms from all subjects must be obtained before any research activity is started, and it is the responsibility of the ECISD sponsor to ensure this process takes place. The consent forms should provide full knowledge and the complete scope of what the participant will be asked to do as well as any data collected on or about the student. For example, if a project proposes participation in a program, desires interviews at the end of the program, and asks for data on the student, then the form must specifically ask parents for permission on all three items and clearly list the data records being requested.
 - The consent forms must be active consent and require parents to sign and return a form if they allow their child to participate. The district will not accept passive consent forms.
 - The ECISD study sponsor, the employee who signs the ECISD Research Study Sponsor Form, is responsible for meeting all the requirements listed on the form (e.g., ensuring all governing procedures and guidelines are followed, maintaining copies of the signed consent/assent forms).
 - Any ECISD employee acting as the applicant will not be approved to conduct any research study at the assigned primary work location or any site(s) where they directly work with the staff or where work is conducted.
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- Any ECISD employee acting as the applicant and serving in a supervisory capacity cannot conduct research with people or locations they supervise.
 - There are policies and guidelines regarding the earning of compensation while on duty and the acceptance of gifts/donations as an ECISD employee. The RRB does not allow ECISD employee study participants to receive incentives.
 - The RRB does not approve studies with any audio and/or video recording of students.
 - Researchers and all ECISD staff will be required to follow the governing procedures and guidelines in relation to visiting school facilities.
 - Approval to conduct research does not guarantee a school's willingness to participate. In all instances, the campus Principal can postpone or cancel the school's participation in the study.
 - Participation by staff or students in any external research project is voluntary.
 - No research study activities will be allowed on testing days. Please consult the district's testing calendar.
 - Researchers are responsible for reporting their findings to the district. Any researcher who does not provide a research report to the district is subject to subsequent research request denials.
 - ECISD does not have the capacity to support duplicative studies, topics, and program implementations. Studies similar in nature to previously conducted or ongoing studies will not be approved.
 - University students conducting research for class credit are not eligible to conduct research in the district. The district does not have the capacity to support studies for class credit, and student applications are not accepted or reviewed.
 - If you are testing the efficacy of your own products and services for advertising purposes, your research application will not be reviewed.
 - The research proposal submitted to the District Research Review Board and Data Sharing Agreement or any other legal agreement between the researcher and the district must align with district requirements.
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