



Jeffco Review of External Research

1829 Denver W Dr,
Golden, CO 80401
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Application Requirements for Conducting Research in Jeffco Public Schools

The following are **required materials** for your application and should be provided **in the following order**:

1. **Completed and signed application form.**
2. **Application Processing Fee** payable to Jefferson County Public.
3. **Completed Jeffco Public Schools Criminal Records Check Certification.**
4. **A letter or other evidence of approval to conduct the study from the Institutional Review Board (IRB) or Human Subjects Review Committee** of the college, university, or research organization. The entire IRB protocol may be submitted with the letter of approval, although this is optional.
5. **Electronic copy of research instruments** and/or instructional materials to be used, including standardized tests, surveys, questionnaires, interview questions, observation protocols, etc.
6. **Electronic copy of informed consent letter(s).** The informed consent letter(s) must provide 1) a clear and accurate description of the research, 2) the name and contact information of the researcher, 3) the time required to participate in the study, 4) any risk involved to the participants or the school district; 5) any benefits of participating, 6) assurance of confidentiality of the data, 7) permission(s) required for the observation/taping of students and/or release of student records, 8) how researchers will keep data secure, 9) how long data will be kept before being destroyed, and 10) statements about the voluntary nature of participation such as outlined below:

Parents: Your child's participation in this study is completely voluntary. Participating or not participating will not affect your child's grades at school. Your child may decline to participate or may stop participating at any time with no penalty even if you have given permission.

Students: Your participation in this study is completely voluntary. Participating or not participating will not affect your grades at school. You may stop participating at any time without penalty. Even if your parents have approved your participation, you may decide not to participate if you don't want to.

Teachers: Your participation in this study is completely voluntary. Participating or not participating will not affect your relationship with your school or Jeffco Schools as a district. You may withdraw your participation at any time without penalty.

NOTE: If students or parents are being asked to give permission for release of student records, for example test scores, demographic information such as Free and Reduced Meal, IEP status, date of birth, etc., a line to be initialed stating which specific records will be requested should appear above the signature line in the consent letter.

NOTE: If students or parents are being asked to give permission for students to be video or audio taped, a line to be initialed stating agreement with this should appear above the signature line in the consent letter.

The district requires active consent rather than passive consent by subjects.



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A description of the study specific to Jeffco Schools. This should be no more than five double spaced pages in length. The following information should be included:

- a. **Project/Study Purpose** (Include timeline or project schedule)
- b. Identification of whether or not this project will **address one of the stated district priorities**:
 - Student Achievement (e.g., studies that: identify ways to close the achievement gap for minority students; analyze the effectiveness of a year-round school calendar, summer school programs, character education, or prevention programs; explore student safety issues; identify barriers to student achievement; determine the effectiveness of Jeffco Schools ILPs.)
 - School-to-Work (e.g., studies that: assess how well Jeffco Schools graduates are prepared to enter college or workforce; examine the changes in community college entrance requirements and effects on admission for Jeffco Schools graduates; assess if Jeffco Schools curriculum is aligned with employer needs and expectations.)
 - Multi-Cultural Issues (e.g., studies that: examine/explain student achievement by racial, ethnic or linguistic groups; assess Jeffco Schools' instructional programs for English Language Learners; analyze discipline, suspension, and dropout rates by racial, ethnic, or linguistic groups.)
 - Changing Work Force Issues (e.g., studies that: examine comprehensive staff development; determine effective instructional coaching programs; examine the impact of new teachers and retaining teachers.)
- c. **Methodology/data collection procedures** should include detailed information about what data will be collected, who will do the data collection, and how much Jeffco student and/or staff time will be needed.
- d. **Plan for obtaining informed consent** from Jeffco parents, school staff, principals and/or program managers and plan for maintaining confidentiality, if needed.
- e. **Educational intervention** (if any).
- f. **Plan for evaluating research findings.** Describe the specific types of analyses to be conducted.
- g. **Plan for providing feedback** and/or debriefing subjects (and parents, if student subjects).
- h. **Plan for dissemination of research findings** (publishing, presenting, degree fulfillment).

Note that you need to submit an **electronic version** of the complete application AND submit the **application processing fee** to Jeffco Schools.

The review process will not begin until the application is complete.

The external research process can take **8 to 12 weeks** or longer, depending on the application, to be completed.

Applications will be accepted two times each year: **February 1, June 1.**

Applications received between these dates will be processed in the next application period.

Approved projects will not be initiated in the schools after May 1.

For questions please contact:

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