

External Research Requests

Request to Conduct Research with FWISD

FWISD recognizes the value of high-quality research for supporting and improving teaching and learning. However, the District has legal and moral obligations that require oversight of research activities conducted with district resources such as data, facilities, employee time, and access to students and their parents.

These obligations include:

- Protecting students and employees from risk of harm, violation of rights, and loss of privacy
- Protecting the educational process from unwarranted distractions and interruptions
- Protecting public resources, including data, from misappropriation for private or unjustified use

We reserve the right to limit the types and volume of research projects conducted in the district in order to focus on our priorities. Though we value the interest of researchers like yourself, we will be intentional in monitoring what is requested from our FWISD community (principals, teachers, students, parents, and staff). Please keep this in mind when considering whether to conduct research in FWISD.

Research approval from the district does not impose any obligation on any person, school, or office to cooperate with researchers. You must have the appropriate principal or department leadership approval before you may begin your study. Participation in any approved research project is subject to informed consent and is strictly voluntary.

If your proposal includes a request for existing data, substantial time and effort may be required for district staff to provide the requested data with the appropriate selection and matching of records and concealment of personal identities. If data extraction costs are required, the approval will include a time estimate and dollar amount.

Before continuing, you may [download a .pdf of the entire Request to Conduct Research application](#) and review the questions.

If you exit the application prior to completing and submitting it, your responses will be saved for one month, during which time you may return on this same device and complete the application. After one month, your incomplete application will no longer be available.

Only completed applications will be reviewed.

Do you wish to proceed with your application to conduct research with FWISD?

Yes

No

Are you a FWISD employee?

Yes

No

Researcher Information

Name _____

Title _____

E-mail Address _____

University Affiliation or Organization

Street Address _____

City _____

State _____

Zip Code _____

Are you a graduate student working on a thesis or dissertation?

Yes

No

Please fill in the information for your Thesis Advisor or Principal Investigator.

Name of Thesis Advisor _____

E-mail for Thesis Advisor _____

Phone Number of These Advisor

Are you seeking an initial letter of support per your IRB or grant requirements?

No

Yes

The following sections are required in every proposal and should be answered fully, but concisely and thoughtfully.

Title of Project



Anticipated Data Collection Start Date (mm/dd/yyyy)



Anticipated Data Collection End Date (mm/dd/yyyy)



Anticipated Project Completion Date (summary completed and copy delivered to FWISD)
(mm/dd/yyyy)



State clearly what you intend to accomplish with this research, your **Statement of Purpose**
(minimum 50 words).



State briefly the research question(s) you plan to address, along with any hypotheses.



Provide a brief summary of your literature review, or the theoretical basis for your study, from prior published research (include references in APA format).



What is the expected contribution of your work?

Areas targeted by the research:

- District Administration
- Specific Department
- Elementary School
- Middle School
- High School
- Alternative School
- Other _____

Describe the methods (quantitative, qualitative, mixed-methods, etc.) that you will use and why they are appropriate for your research question(s). Include a timeline if appropriate.

Describe your anticipated analysis plan, including specific information regarding your treatment of the data, statistical or otherwise.

Will your research use existing FWISD data?

- Yes
- No

As mentioned in the introduction, substantial time and effort may be required by district staff to provide requested data with the appropriate selection and matching of records and concealment of personal identities. If data extraction costs are required, the approval will include a time estimate and dollar amount.

Please provide a detailed list explaining the type and time range of data you are requesting from the district.

Will your research require collecting data from FWISD participants?

- Yes
- No

Indicate the number of FWISD participants by associated grade level. Use the Non-Campus Personnel column if targeted adults are not associated with an elementary, middle, or high school campus.

For example, if you are targeting 50 4th grade elementary math students and 4 teachers, enter

50 in the student row under grades 03-05 and 4 on the teacher row under the same grade level.

	PK-02	Grades 03-05	Grades 06-08	Grades 09-12	Campus Personnel	Non-Campus Personnel
Parents						
Principals						
Students						
Teachers						
Others						

Please describe your recruitment procedures.

The promotion and recruitment for participation in any study approved by FWISD is the sole responsibility of the researcher and is at the discretion of department and/or school leadership.

I understand

Please upload a copy of any/all consent forms. Consent forms are required for any participants. If students are asked to participate, a parental consent form as well as a student assent form are required.

Will you use any of the following to collect data from participants in FWISD? Select all that apply.

- Interviews/Focus Groups
 - Observations
 - Surveys
 - Other _____
 - I will not use any of these.
-

Estimate the number of **HOURS** the research project will require of an individual participant. List the time units in total and/or decimal parts of an hour.

For example, if you plan to interview principals for 30 minutes, enter 0.5 in the Principal row under the column for Interviews/Focus Groups.

	Interviews/ Focus Groups	Observations	Surveys	Other Method
Parents				
Principals				
Students				
Teachers				
Others				

Please **UPLOAD** any/all interview/focus group questions to be used in conducting your research in FWISD.

Please **UPLOAD** any/all observation rubrics and/or protocols to be used in conducting your research in FWISD.

Describe any instruments or surveys to be used. Include results from pilot testing and/or evidence for the validity of the instrument if applicable.

Please UPLOAD any/all survey questions to be used in conducting your research in FWISD.

You have answered the relevant questions for requesting an initial letter of support. If support is granted, you may return at a later time and complete the remaining sections of the application. Upon submitting this preliminary portion of the application, you will receive a confirmation email.

If you are ready to submit your information for a preliminary letter of support, please select **YES**.

If you would like to return on this same device to complete any of the above sections or upload required documents, please leave this question **BLANK** and close your browser. Your incomplete application will remain available for one month.

Yes

Please discuss any direct benefits of your research to FWISD and how your findings will be shared with any schools or groups associated with the research.

It is in the District's interest to minimize the human costs of research. Therefore, before the district approves research to be conducted, an explanation of the expected burden on research subjects is required.

- Provide a clear rationale for the number of participants, the number of contacts, and the total time required by each participant.
- Include a statement of how research participants are to be compensated for their involvement, if at all.

Before research may begin in FWISD, one of the following must be submitted to the Committee on External Research Review:

- In the case of research subject to review by the Institutional Review Board (IRB), the researcher must submit a copy of the IRB submission and approval.
- In the case of research exempt from IRB review, the researcher must submit documentation from the institution clearly delineating reasons for such an exemption.
- In the case of research not affiliated with any institution subject to IRB requirements, the research must include persuasive evidence that the researcher has carefully considered the potential risk to human subjects, especially students and families, and has ensured the appropriate protections in the research design.

Please select which of the following applies to your study:

- IRB Approval
- IRB Exempt
- Non-IRB Research

Please UPLOAD a copy of your IRB submission and approval.

Please UPLOAD a copy of your IRB exemption documentation.

Please UPLOAD a copy of your evidence that precludes you from meeting the IRB Human Subjects Research approval.

Confidentiality Agreement

In rendering performance under this agreement, I (**{Q7/ChoiceTextEntryValue/1}**), will ensure compliance with all applicable statutory requirements relating to the confidentiality of student education records set forth in state law and the Family Educational Rights and Privacy Act (FERPA). This includes encrypting individual student identifiers, keeping data safeguarded, not sharing or reporting individual data to third parties for research or other purposes, and using the data only for agreed upon research and program development purposes.

I (**{Q7/ChoiceTextEntryValue/1}**) will have a system in effect to protect education records that are maintained or provided to it in connection with this agreement. I (**{Q7/ChoiceTextEntryValue/1}**) will not transfer or disclose any identifiable student education records to another person or entity without the express written consent of someone authorized by law to act on behalf of the student. I (**{Q7/ChoiceTextEntryValue/1}**) understand and agree that no confidential information regarding any students will be disclosed in any document intended for public disclosure. At the end of the term of this contract, all student education records must be destroyed or returned to the Fort Worth Independent School District.

Please sign here acknowledging that you understand the FWISD Confidentiality Agreement, which ensures compliance with state law and the Family Educational Rights and Privacy Act (FERPA) guidelines, and the importance of protecting student, family, and/or district data. You can sign with the mouse on a computer or using your finger on a touch device.

You have reached the end of the Request to Conduct Research application. Upon submitting your application, you will receive a confirmation email.

If your application is complete and you are ready to submit it for review, please select **YES**.

If you would like to return on this same device to complete any section of the application or

upload required documents, please leave this question **BLANK** and close your browser. Your incomplete application will remain available for one month.

Yes
