

Tomball ISD Application for Research

For Requests to Conduct Research or Evaluations by External Persons or Entities

(This is a Google Form and requires the requestor to be logged into a google account in order to upload attachments.)

The Tomball ISD Department of Curriculum, Instruction, and Assessment (CIA) reviews all requests for research and evaluation projects to be conducted in Tomball ISD. All researchers and evaluators, including graduate students and TISD employees must submit a completed Application for Research and follow all required procedures and timelines.

Following a completed submission, the application will be reviewed at the next CIA department meeting for initial approval. Other departments or campuses may be contacted for approval as well depending on the nature of the request. It is the department's goal to complete the review process within 30 days and to communicate with the requestor regarding the status of the request.

* Required

Basic Information

1. Project Title *

2. BRIEF Project Description (100 word maximum, you will provide a full project description later) *

3. Requested start date of project? *

Example: December 15, 2012

4. Intended end date of project? *

Example: December 15, 2012

PRIMARY RESEARCHER

Please provide information regarding the primary researcher for this project

5. Name *

6. Position *

7. Company or Campus

8. **Contact Telephone Number ***

9. **Contact E-mail Address ***

10. **Mailing Address ***

FACULTY ADVISOR / RESEARCH SUPERVISOR

Please provide contact information for the advisor or supervisor over this project

11. **Name**

12. **Position**

13. **Company or Campus**

14. **Contact Telephone Number**

15. **Contact E-mail Address**

16. **Mailing Address**

PROJECT SPONSOR

If this project is being sponsored or funded by a third party, please provide the information below

17. Sponsor Name (company or individual)

18. Location

19. Contact Telephone Number

20. Website URL if available

21. Is there at least one additional sponsor or source of funding? (If yes, answer following question. If no, continue to Section 3.)

Mark only one oval.

Yes

No

22. Name and contact information of additional sponsor(s) or source(s) of funding

Full Project Description

FULL PROJECT DESCRIPTION

Please provide more detailed information about the project below

23. Purpose of Project *

Check all that apply.

Graduate Course or Degree Requirement (e.g. thesis, dissertation, etc.)

Material for a publication in an academic journal

Material for other type of publication

Material for product development (including software)

Personal interest

Professional interest

Public service project or policy development

24. **Background:** *

25. **Research Question or Hypothesis** *

26. **Method** *

Note: You must provide copies of all measures, consent forms, and other materials as attachments to this application in the final section.

27. **Planned Analysis** *

28. **How could this project benefit Tomball ISD?** *

29. **Brief List of Campuses or Departments Involved in Project** *

SAMPLE

30. **Brief List of Participating Tomball ISD Personnel or Other Persons Involved in Project ***

31. **Do you plan to compensate any participants? ***

Mark only one oval.

Yes

No

32. **If yes, please provide details below:**

33. **Detailed List of Resources Required from Tomball ISD for this Project ***

34. **Detailed list of Data Required from Tomball ISD for this Project ***

35. **Other Information Pertinent to this Project**

Acceptance of Terms

Applicants must accept all of the terms below to be considered for research or evaluation in Tomball ISD.

36. Acceptance of Terms *

Check the boxes below to confirm your acceptance of the Tomball ISD terms of research.
Check all that apply.

- Participation in studies must be voluntary, and participants must be informed that they may discontinue participation at any time, and for any reason. For students, we require active, documented informed parental consent. In addition, we require student assent for children ages seven and older.
- Research cannot be conducted in any school without the approval of the school's principal. The letter of approval from the Department of C&I does not obligate a participant, class, school, or office to participate.
- No changes in scope (e.g., time frame of study, number of schools included, number of participants, etc.), procedure, or instrumentation may be made without authorization once a letter of approval has been issued. Requests for amendments must be made directly to the Department of C&I before the proposed changes are enacted.
- All state and federal laws must be observed, 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).
- All persons having one or more contacts with one or more students must provide documentation of a background check.
- Care must be taken to protect privacy and confidentiality for all participants.
- The Principal Investigator or Researcher will notify the Department of C&I should any adverse event(s) occur.
- Data agreements between the Principal Investigator or Researcher and the District must be entered into for any case where data is requested from the District.
- Data received from the District may only be used for approved research and evaluation studies. Use or transfer of the data to another entity will be in violation of District and policy and FERPA regulations.
- The Principal Investigator/Researcher affiliated with the research must notify the District, in writing, about the intent to submit reports or articles for publication or conference presentations. One electronic copy of the final report must be furnished for the files of the Department of Curriculum and Instruction.
- I understand that I am requesting assistance in conducting a research project, and am not requesting information pursuant to the Texas Open Records Act. If my request for research is approved, I agree to abide by all policies, rules, and regulations of the Tomball Independent School District including that of maintaining the confidential nature of records and the privacy and rights of the individual(s) and school(s).
- I understand that checking this box and completing the electronic signature below constitute a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

37. Electronic Signature *

Please type your First and Last Name

Attachments

Please indicated which attachments will be uploaded.

38. Attachments

Check all that apply.

- Copies of all measures, consent forms, and other materials (including intervention materials, if applicable)
- Copies of consent form(s) and assent form(s) (for students ages 7-17)
- Copy of IRB
- Other (describe below)
- Other: _____

39. What "other" attachments are you submitting?

40. Upload Attachments Here (maximum 10 files, file size max 1GB).

Files submitted:

Submit

Please review the answers, information, and attachments you are providing for accuracy.

41. Submit Form? *

Mark only one oval.

- Yes *Stop filling out this form.*
- No *Start this form over.*

A copy of your responses will be emailed to 27790@tomballschools.net

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