

Washington County Public Schools (WCPS) Request for Conducting a Research Study

Before conducting a research study, the study must be approved by a review panel and the Superintendent or designee. In order for your research study to be considered for approval, attach a description of your study including a finalized research study, letters to participants, and any other distribution materials. Institutional Review Board (IRB) approval or exemption must also be provided.

Researcher Name:

Date of Request:

Sponsoring Institution:

Researcher Address:

Researcher E-mail:

Researcher Phone:

Location(s) In Which Research Will Occur:

WCPS Employee: ☐ Yes ☐ No

Purpose of Research: ☐ Master's Degree ☐ Doctorate Degree ☐ Other

Name of Study:

Purpose of Study:

Provide a description on how this research will benefit or impact Washington County Public Schools:

Participant information:

	Data	Survey	Interview	Observation	Other*
Student	☐	☐	☐	☐	☐
Teacher	☐	☐	☐	☐	☐
Administrator	☐	☐	☐	☐	☐
Parent	☐	☐	☐	☐	☐
Other*	☐	☐	☐	☐	☐

* Provide a description:

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Research Questions:

1.	Will subjects receive money or gifts in exchange for their participation?	
2.	Does the research involve the release of personal student information such as name, address, academic history, etc.?	
3.	Will the research require students to miss instructional time during the school day?	
4.	Does the research require parental permission?	
5.	Will the collection of data involve audio or visual recording of students?	
6.	Will the collection of data require 30 or more minutes of staff time?	
7.	Will the research involve the release of personal staff information such as name, address, age, gender, etc.?	
8.	Does study participation involve any inherent risks to Washington County Public Schools (WCPS)?	
9.	Will WCPS assume any costs beyond time for participation in the study?	
10.	Will WCPS be held responsible for consequences resulting from participating in the study?	
11.	Does the study present any possible inaccurate and/or inflammatory information related to WCPS?	
12.	Is WCPS the only school system participating in the proposed research?	
13.	Will WCPS be provided with an in-depth explanation of the study's findings at no cost?	
14.	Will participants be able to withdraw from the study at any time?	
15.	Will WCPS staff members be able to review the study findings prior to publication and deny publication with reasonable cause?	
16.	Has the researcher's proposal been approved by the sponsoring institution's IRB?	
17.	If school-based research, does the principal of the location support the research?	

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For Washington County Public Schools Use Only

		Yes	No
Signature of Principal(s)	Date	Recommendation	

		Yes	No
Signature of Supervisor of Testing and Accountability	Date	Recommendation	

		Yes	No
Signature of Director (appropriate department)	Date	Recommendation	

		Yes	No
Signature of Superintendent or Designee	Date	Recommendation	

Outcome of Review: ☐ Approve ☐ Deny

If denied, provide rationale: