

The Eau Claire Area School District defines research as the collection, analysis, and reporting of data involving ECASDs students, families, and staff members. Research projects include but are not limited to: thesis and dissertation projects, projects for an undergraduate and graduate course, journal or book publications, and program evaluations. Research expected as part of ECASD's operations and a staff member's role are exempted from this process.

ECASD reserves the right to review each research proposal and to consider:

1. The rights and welfare of the students and employees involved.
2. The balance of risks and potential benefits of the research.

Conditions to Conducting Research in ECASD

- The research must be aligned with ECASD's mission and vision and Teaching and Learning Strategic Plan. The research is expected to contribute to the improvement of education or the welfare of ECASD students, families, and staff members.
- The research must have no or minimal risks to students, families, and staff members.
- Criteria used to determine high risk include:
 - District-wide in scope
 - Documentary via film, television, or non-peer reviewed periodical
 - Highly sensitive or controversial topic
 - Creates a risk or cost to students, families, staff members, or the district that goes beyond its mission to teach and protect
 - Time or labor intensive likely to interfere with instructional time
 - Cost-benefit not directly tied to the district's strategic plan
 - Results in or promotes a proprietary product, strategy, or methodology
- Research must implement an active, written process for parents/guardians to provide consent for children under 18 to participate. Research participants and their parents/guardians must be allowed to discontinue participation at any time.
- Researchers must guarantee the anonymity of participants unless written approval is obtained from the participants themselves. Parental/guardian approval is required for participants under the age of 18.
- Research must not interfere with instructional time during the school day or a staff member's work day.
- Researchers must comply with federal policies for ethical research involving human subjects and federal data privacy laws, including FERPA and HIPAA.
- ECASD schools should not be identified in reports, publications, and/or products resulting from the research, unless written approval is given by the Superintendent. The district and schools must be referenced generically or by a pseudonym.
- Research proposals should be of sufficient scope and depth to justify the time and effort of our students and staff members. The research design and methods must be of high quality to provide findings with evidence of validity and reliability.
- Researchers are responsible for translating all documents and providing interpreters for multilingual families.
- All summaries, reports, and/or publications of the research must be sent to the Executive Director of Teaching and Learning upon completion of the study.



These conditions are not an exhaustive list of issues related to determining the level of research risk. Additional criteria may be used to evaluate the level of research risk. Failure to comply with these stipulations place the researcher at risk for approval of future projects.

Research Proposal Process:

The research approval process may take 4 to 8 weeks to complete. Please plan accordingly.

1. To submit a research proposal to the Eau Claire Area School District, the researcher should submit their proposal by clicking on the following form.

https://ecasd.sjc1.qualtrics.com/jfe/form/SV_d0TH9eRGFar3hdA

The research proposal needs to include the following:

- Project Name
 - Sponsoring Organization
 - Principal Researcher
 - Beginning and Completion Date
 - Purpose of the Research
 - Procedure/Methodology of the Research
 - Number of Participants
 - Roles/Expectations of the Eau Claire Area School District
 - Intended Use of Outcomes/Results
2. The Executive Director of Teaching and Learning receives all research applications and serves as the primary district contact for researchers. The Executive Director of Teaching and Learning will review applications and gather any missing or needed information.
 3. The Executive Director of Teaching and Learning brings research requests to the Research Review Committee (appropriate administrators). They will review the merits of the study, benefits to the district, and potential for high or low risk to students, staff members, or the district.
 4. The Executive Director of Teaching and Learning will inform the researcher if they have preliminary approval to proceed. If preliminary approval is granted, the researcher will be asked to provide more information about procedures for obtaining informed consent, procedures for securing and storing data, and the plan for disseminating research results. The researcher will also be asked to provide copies of Institutional Review Board (IRB) approval letters, consent and assent forms (including forms that have been translated), and data collection instruments.
 5. The Executive Director of Teaching and Learning will review research materials and communicate whether the researcher has final approval to begin their study. Research activities, including recruitment, may start once final approval has been received.