

# Application to Conduct Program and/or Academic Research and Evaluation in the Santa Barbara Unified School District

Please enter the email address of the individual with whom SBUnified should communicate regarding the status of this application, once submitted. A copy of the online application form will be sent to the email entered below.

*\* Indicates required question*

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1. Email \*

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## INSTRUCTIONS

This is one of three required documents to complete an application to conduct research within the Santa Barbara Unified School District (SBUnified).

### Applications are considered twice annually:

**Fall Cycle:** October 1 - 31

**Spring Cycle:** March 1 - 31

The Research Committee will be using this form to determine approval of your project. To limit delays in determining approval, please ensure that you read and answer the required questions thoroughly.

To complete the research application, please submit the following items by cycle deadline:

- 1) This Online Application
- 2) IRB Approval Letter (PDF)
- 3) Executive Summary (max. 1 double-sided page. Written for general consumption)

If applicable, please also submit the following by cycle deadline:

- 4) Copies of all data collection instruments and consent forms\* (draft format is acceptable for the initial review).
- 5) [Funding Request Form](#)

Item #4-5, as applicable, must be emailed to [research@sbunified.org](mailto:research@sbunified.org) . Please include the "**[Title of Study] - [Your Last Name]**" in the email Subject line to ensure correct matching with your application.

Research applications will only be reviewed if the online application and items #2-3 (required), and #3-4 (as applicable) are received during the application windows of the Fall or Spring Cycle. **RENEWAL APPLICATIONS ONLY:** If you are submitting a renewal application, please upload the following documents using this form (in PDF Format). Ensure the slides are clear and easy to follow for a general audience.:

- **Executive Summary** of your research findings to date.
- **Slide Deck** summarizing your research progress and key findings.

\*Please note that research involving elementary students requires parent or guardian "opt-in" consent, not "opt-out."

2. Primary Researcher's Name: \*

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3. Primary Researcher's Job Title, Department, Institution/Organization(s): \*

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4. Highest academic degree completed \*

*Mark only one oval.*

Doctorate (e.g. PhD, EdD, JD)

Master's Degree

Bachelor's Degree

### Proposal

5. Title of Proposed Study: \*

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6. The proposed study is a: \*

*Mark only one oval.*

New Study

Request for renewal of a previously approved study

7. What is the proposed study's start date? \*

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*Example: January 7, 2019*

8. What is the proposed study's end date? \*

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*Example: January 7, 2019*

9. **PURPOSE & ALIGNMENT OF PROJECT WITH DISTRICT/SCHOOL** \*

**PRIORITIES** - Please specify **a)** the purpose of your project in relation to the problem it intends to address in our district, **b)** how it aligns to the district Local Control and Accountability Plan (**LCAP**) and/or a School Plan for Student Achievement (**SPSA**), and **c)** how the district/school will benefit from participating in the project. Access LCAP at <https://www.sbunified.org/about/lcp> (**Maximum 1000 Characters**)

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10. **PROPOSED SCOPE OF WORK** - Please provide a brief, comprehensive \*

summary of the work you propose to do. Specifically, please a) describe its scope, including a description of study participants including school(s), grade levels, and target population, and b) list the guiding questions with a description of the corresponding data and how you intend to collect and analyze it. (**Maximum 3000 Characters**)

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11. **DATA COLLECTION METHODOLOGY** - Please describe the methods you will use to measure the results and impact of your proposed research. Be specific about the type of data you will collect (e.g., quantitative data, qualitative data, or both) and how you will analyze it. **(Maximum 3000 Characters)** \*

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12. Which of the following describes the nature of contact any member of your research team will have with students? **(Mark all that apply)** \*

*Check all that apply.*

- 1:1 student lesson or intervention (inside or outside of classroom)
- 1:1 student interview (inside or outside of classroom)
- 1:2 or more student focus group (inside or outside of classroom)
- Co-curricular setting
- Two-way electronic correspondence - not permitted
- Secondary data analysis
- Web-based survey administration
- In classroom with certificated staff present (LESS than one school year)
- In classroom with certificated staff present (MORE than one school year)
- In school administration office (LESS than one school year)
- In school administration office (MORE than one school year)
- On school grounds for non-student activity observation

- 13. **CURRICULUM & ACTIVITIES** - Please describe in detail the curriculum, interventions, or activities that will be implemented or observed as part of your proposed research. Include information about the content, duration, frequency, and any specific materials or resources that will be used. **(Maximum 3000 Characters)** \*

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- 14. **EXPECTED IMPACT ON INSTRUCTIONAL TIME** - Please describe any potential disruptions your proposed research might cause to regular student instruction. Be specific about the activities involved, the estimated time commitment for students and staff, and how you plan to minimize or mitigate these disruptions. **(Maximum 1000 Characters)** \*

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- 15. Date of approval of IRB \*

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*Example: January 7, 2019*

- 16. Institution approving IRB \*

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17. **All Applicants (New and Renewal):** \*

Use this form to submit your **Executive Summary in PDF format**. The Executive Summary should be a clear, concise overview written for a general audience, describing the project's purpose, planned activities, target population or sites, and expected outcomes.

**Renewal Applicants Only:**

Included in the Executive Summary, provide a brief but comprehensive update on your research project, including **implementation data, outcome data, and any proposed changes**. Renewal applications must also include a **slide deck** presenting the same information.

Files submitted:

**Site Participation**

## 18. At which Site(s) will you be conducting your research? \*

*Check all that apply.*

- Adams Elementary
- Cleveland Elementary
- Franklin Elementary
- Harding University Partnership School
- McKinley Elementary
- Monroe Elementary
- Roosevelt Elementary
- Santa Barbara Community Academy
- Washington Elementary
- Goleta Valley Junior High
- La Colina Junior High
- La Cumbre Junior High
- Santa Barbara Junior High
- Alta Vista Alternative High
- Dos Pueblos High
- La Cuesta Continuation
- San Marcos High
- Santa Barbara High

19. Have you secured approval from the site principal? \*

Mark only one oval.

Yes

No

20. Please list your point of contact at each site. \*

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**Funding Source**

21. \*

Mark only one oval per row.

	Yes	No	Not applicable
<b>Will there be a cost for this study?</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Are you requesting that SBUnified fund this research?</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*

22. \*If yes, you must complete the Funding Request Form (see Instructions, #4)

*Mark only one oval.*

I agree to complete the Funding Request Form by cycle deadline in accordance with the instructions

23. \*If no, please indicate the funding source:

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24. \*If no, what date did/will you find out if the project is funded:

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*Example: January 7, 2019*

### **Administrative Data Request**

If you are requesting that SBUnified produce a data file for your project that contains student or staff records data, please complete this section. If not, please indicate so in the following section.

**Note:** SBUnified retains ownership of all data. Re-sharing is prohibited without written consent.

25. Will you need *any* individual-level student or staff data? \*

*Mark only one oval.*

Yes

No

26. Which of the following variables are you requesting, if any? (Mark all that apply) \*

*\*Personal Identifiable Information requires data-use agreement*

*Check all that apply.*

- Student ID Number (Local or State)\*
- Student Name\*
- Date of Birth\*
- De-identified unique identifier (i.e. "scrambled ID")
- None of the above
- Other: \_\_\_\_\_

27. Which school years of data are you requesting? \*

*Check all that apply.*

- SY 2018-2019
- SY 2019-2020
- SY 2020-2021
- SY 2021-2022
- SY 2022-2023
- SY 2023-2024
- SY 2024 -2025
- SY 2025-2026
- SY 2026-2027
- SY 2027-2028
- SY 2028-2029
- SY 2029-2030

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