



Research Request Cover Sheet

Name: _____

Organization: _____

Department: _____

Address: _____
Street City State Zip Code

PhoneNumber: _____ **Alt. Phone Number:** _____

E-mailAddress: _____

Affiliationwith St. Louis Park Public Schools: _____

¹
ResearchProposal Title: _____

Is this study part of your work for a degree? _____ **If YES, for what degree?** _____

What University or College is this research affiliated with? _____

Advisor's Name: _____ **Phone Number:** _____

² **Date of IRB approval (if approval is pending, date of application):** _____

³ **Final Report Submission Date to ARE (within 90 days of completion/submission):** _____

Applicant's Signature **Date**

Advisor's Signature **Date**

Principal's Signature **School/Location** **Date**
(Required for all buildings that participate. Add additional signature pages or letters of support as necessary.)

¹ Research Proposal: To be considered for research in SLP you must submit all required documents and

ensure that all documents are attached to this form.

² IRB Approval: Please attach the approval for your study from the Research Review Board or its assessments, focus group or interview questions, etc.

Final Report: The researcher must file a report of results no more than three months after the study is completed. For studies longer than a year, an interim report is due no more than two/three months after the end of each year. Maximum length of the report is 5 pages.

Research Proposal Checklist

- ☐ **Research Proposal Cover Sheet**
- ☐ **Research Proposal (Maximum 10 pages)**
 - 1. **Research purpose must discuss the value of the research to SLP students/staff and/or the education profession at large.**
 - 2. **Overview of the research or literature review should include details about the staff/students that you intend to study.**
 - 3. **Methodology should address the following questions:**
 - ☐ **How will you ensure data privacy?**
 - ☐ **What will be the time demands on student/staff?**
 - ☐ **What are you asking students, staff or families to do as participants in your study?**
 - ☐ **How will your data be analyzed?**
- ☐ **Parental Consent and/or Student Assent Forms**
 - ☐ **Please attach consent forms to this proposal. Consent forms may**
 - ☐ **require translation into Spanish or Somali.**
- ☐ **Letters of Support from Principal(s) and/or SLP Administrator**
- ☐ **Institutional Review Board (IRB) Approval**