



SANTA FE INDIAN SCHOOL

RESEARCH REQUEST APPLICATION PROCESS

SFIS Vision: Santa Fe Indian School is a sovereign educational community building upon its rich cultural legacy to be the leader in Native American education.

SFIS Mission: SFIS graduates will understand the issues facing tribes in the Southwest and will be committed to maintaining Native American cultural values. They will participate in the culture of their communities, and will have the skills to pursue the education or careers that will benefit them, their families, and their people. These skills will include:

- Creative problem solving, using the analysis of complex problems, the synthesis of collected data, and the communication of clear solutions;
- Critical, confident, independent and interdependent, life-long learning;
- Working productively with all types of people and making good choices.

RESEARCH AT SFIS

Research conducted at SFIS must be grounded in our vision and hold promise to further our mission. SFIS is committed to responsible, ethical, and Indigenous-centered research that will ultimately benefit our tribal communities and the school. SFIS is committed to responsible stewardship of the interests of our tribal communities and our school, including our students, faculty, administrators and other stakeholders as research participants.

All research conducted at SFIS must be in accordance with all guidelines set forth by SFIS, reviewed by the SFIS Research Review Committee, and approved by the Superintendent. Any collection of information or plans for presentations (including academic papers* and articles) requires submission of a Research Request Application. Review of applications can take up to three months depending upon the complexity of the project or time of the school year. Application must identify data/information collection methods and reporting, including but not limited to:

- Data: quantitative and/or qualitative
- Methods: individual and/or group surveys, testing, evaluation, interviews, observations, focus groups
- Presentations: scholarly articles for publication, articles for national newspapers or magazines, major papers for college courses, theses, dissertations

If Institutional Review Board process is required, approved paperwork must be submitted with the Research Request Application.

Please be aware that SFIS receives many requests for research. As a school, our primary focus is teaching, learning, and wellness; therefore, any research or processing of requests cannot interrupt that priority. To ensure research reflects the SFIS vision and mission, researchers are also paired with a SFIS staff member, who would be included as a co-author for any articles, books, chapters, or presentations.

*SFIS staff writing papers for a college course do not have to complete this application; however, staff must inform supervisor regarding any use of SFIS information to ensure adherence to these guidelines. Staff who are using SFIS information in theses and dissertations must complete the Research Request Application.



SANTA FE INDIAN SCHOOL RESEARCH REQUEST APPLICATION

All researchers must submit a RESEARCH APPLICATION prior to doing any type of research at SFIS. Please note that this entire process may take up to three months, and take this into account when planning your research. Carefully review the Research Request Process before completing this application.

Name (please print or type) _____

Are you an SFIS alumnus? _____ Yes _____ No Graduation Year: _____

Affiliated with? (Tribe, Organization, Company, Institution, Agency etc.) _____

Address _____

City _____ State _____ ZIP _____

Preferred Phone _____ Email _____

Describe briefly the purpose of your research:

Data/Information (quantitative, qualitative, mixed) you are interested in obtaining:

How do you plan to collect the data/information (individual and/or group surveys, testing, evaluation, interviews, observations, focus groups, other)? Include confidentiality and informed consent processes:

What do you plan to do with the data/information (scholarly papers, articles, presentations, other)?

SFIS requires review and approval of articles, books, chapters, presentations. What rights of review will you offer SFIS prior to use of data/information?

How will your research support SFIS in addressing our vision and mission?

***If your project requires Institutional Board Review, please attach approved paperwork.**

All information provided is true and accurate. I agree to abide by the decision of the Superintendent regarding my research request, including any conditions of access and restrictions that may be required.

Applicant signature

Date

INSTRUCTIONS: Submit this form to Nina Smith; Santa Fe Indian School Continuous School Improvement Director; 1501 Cerrillos Rd, Santa Fe, NM 87505 or via email at ksmith@sfis.k12.nm.us. Please remember more information may be requested and a decision may take up to three months. Thank you for your interest.

Approved ___YES or ___NO

Superintendent Signature:

Date: