

Intro

Request to Conduct Research with FWISD

FWISD recognizes the value of high-quality research for supporting and improving teaching and learning. However, the District has legal and moral obligations that require oversight of research activities conducted with district resources such as data, facilities, employee time, and access to students and their parents.

These obligations include:

- Protecting students and employees from risk of harm, violation of rights, and loss of privacy
- Protecting the educational process from unwarranted distractions and interruptions
- Protecting public resources, including data, from misappropriation for private or unjustified use

We reserve the right to limit the types and volume of research projects conducted in the district in order to focus on our priorities. Though we value the interest of researchers like yourself, we will be intentional in monitoring

what is requested from our FWISD community (principals, teachers, students, parents, and staff). Please keep this in mind when considering whether to conduct research in FWISD.

Research approval from the District does not impose any obligation on any person, school, or office to cooperate with researchers. You must have the appropriate principal or department leadership approval before you may begin your study. Participation in any approved research project is subject to informed consent and is strictly voluntary.

Please review the FWISD Guide to Conducting Research. Before continuing, you may also download a .pdf of the entire application and review the questions.

If you exit this application prior to completing and submitting it, your responses will be saved for seven days, during which time you may return on this same device and complete the application. After this time, your incomplete application will no longer be available.

Only completed applications will be reviewed.

Do you wish to proceed with your application to conduct research with FWISD?

- ☐ No
- ☐ Yes

Application Information

Application Type

Please select the type of application you are submitting.

- ☐ Full research proposal (includes IRB documentation)
- ☐ Initial letter of support (IRB documentation is pending)
- ☐ I received an initial letter of support and am now submitting IRB documentation

Employee Status

Are you a current FWISD employee?

- ☐ No
- ☐ Yes

Researcher Information

Researcher Information

Name

Email

Title / Role

Organization or University Affiliation

Organization or University Address

City

State

Zip Code

Are you a graduate student working on a thesis or dissertation?

☐ No

☐ Yes

Please provide the information for your Thesis Advisor or Principal Investigator.

Name of Advisor or PI

Email of Advisor or PI

Phone of Advisor or PI

Project Information

Project Information

The following sections are required in every proposal and should be answered fully, but concisely and thoughtfully.

Title of Project:

Anticipated Data Collection Start Date:
(mm/dd/yyyy)

Anticipated Data Collection End Date:
(mm/dd/yyyy)

Anticipated Date Final Results Summary
Will Be Shared with FWISD:
(mm/dd/yyyy)

Research Base

Research Base

Briefly state the purpose of the study in terms of the problem or need being addressed and why it is important.

State briefly the research question(s) you plan to address.



Provide a brief summary of the theoretical basis, conceptual framework, or model guiding the study and how it informs the design and interpretation of the study.



Describe the anticipated benefits of this study to FWISD. Explain how the findings may inform district or campus practices, programs, services, policies, or decision-making. Additionally, explain why FWISD participation is necessary.

Methods, Target Population, Analysis

Methods

Briefly describe the methods (quantitative, qualitative, mixed-methods, etc.) that you will use and why they are appropriate for your research question(s).

Indicate the areas, populations, or programs targeted by the study. (*Select all that apply*)

☐ Elementary School

☐ District-Level / Administration

Middle School

☐

High School

☐

Alternative School

☐

Specific Department

☐

Specific Program

☐

Other

☐

Briefly describe your anticipated analysis plan, including specific information regarding your treatment of the data, statistical or otherwise.

Data Collection

Data Collection

Please indicate the type of data you wish to collect. (*Select all that apply*)

- ☐ Existing District Data (e.g., attendance, discipline, assessment results, etc.)
- ☐ New Participant Data (e.g., focus groups, interviews, surveys, etc.)

Please describe the existing data you wish to request from the District and specify the following:

- Data elements requested
- Date range
- Population or sample
- Level of data needed:
 - Aggregate
 - De-identified individual-level
 - Identifiable individual-level



Indicate the number of anticipated **STUDENT** participants

by grade level (*if none, enter 0*).

	Grades PK-02	Grades 03-05	Grades 06-08	Grades 09-12	#Conjoint, Total#
Number of Students	0	0	0	0	0

Indicate the number of anticipated **ADULT** participants by role and, where appropriate, by grade level (*if none, enter 0*).

	No Specific Grade Level	Grades PK-02	Grades 03-05	Grades 06-08	Grades 09-12	#Conjoint, Total#
Number of Administrators	0	0	0	0	0	0
Number of Teachers	0	0	0	0	0	0
Number of Other Campus Personnel	0	0	0	0	0	0
Number of District Personnel	0	0	0	0	0	0
Number of Parents/Guardians	0	0	0	0	0	0

How will you collect data from FWISD participants? (*Select all that apply*)

- ☐ Focus Groups
- ☐ Interviews
- ☐ Observations
- ☐ Surveys
- ☐ Other

Specify how many **TOTAL** minutes **ONE PARTICIPANT** will spend in research activities.

For example, if principals will participate in one 5-minute survey and two 10-minute interviews, then one principal will spend a total of 25 minutes in research activities.

Then, provide a justification for the scope of participant involvement in the study. Explain why the proposed number of participants, participant groups, data collection activities, and estimated time commitments are appropriate for addressing the research questions and producing meaningful findings.



Please **UPLOAD** any/all focus group questions to be used in conducting your research in FWISD. Include information regarding:

- Location or virtual platform
- Recording procedures, if applicable

Please **UPLOAD** any/all interview questions to be used in conducting your research in FWISD. Include information regarding:

- Location or virtual platform
- Recording procedures, if applicable

Please **UPLOAD** any/all observation rubrics and/or protocols to be used in conducting your research in FWISD. Include information regarding:

- Observation setting
- Recording procedures, if applicable

Please **UPLOAD** any/all survey questions to be used in conducting your research in FWISD. Include information regarding:

- Administration method and/or survey platform to be used
- Languages provided

Describe your other data collection method(s).



Data Security & Confidentiality

Data Security & Confidentiality

Please describe your data security procedures, including:

- Where research data will be stored
- Who will have access to the data
- How access will be restricted to authorized personnel
- How recordings, transcripts, survey files, and datasets will be protected
- Whether data will be encrypted during storage and/or transmission
- When and how data will be destroyed, archived, or returned upon completion of the study

FWISD Confidentiality Agreement

In rendering performance under this agreement, I (**$\{q://QID4/ChoiceTextEntryValue/1\}$**), will ensure compliance with all applicable statutory requirements relating to the confidentiality of student education records set forth in state law and the Family Educational Rights and Privacy Act (FERPA). This includes encrypting individual student identifiers, keeping data safeguarded, not sharing or reporting individual data to third parties for research or other purposes, and using the data only for agreed upon research and program development purposes.

I (**$\{q://QID4/ChoiceTextEntryValue/1\}$**) will have a system in effect to protect education records that are maintained or provided to it in connection with this agreement. I (**$\{q://QID4/ChoiceTextEntryValue/1\}$**) will not transfer or disclose any identifiable student education records to another person or entity without the express written consent of someone authorized by law to act on

behalf of the student.

I (**`{q://QID4/ChoiceTextEntryValue/1}`**) understand and agree that no confidential information regarding any students will be disclosed in any document intended for public disclosure. At the end of the term of this contract, all student education records must be destroyed or returned to the Fort Worth Independent School District.

Please sign here acknowledging that you understand the FWISD Confidentiality Agreement, which ensures compliance with state law and the Family Educational Rights and Privacy Act (FERPA) guidelines, and the importance of protecting student, family, and/or district data.

You can sign with the mouse on a computer or using your finger on a touch device.

 **SIGN HERE**

[clear](#)

Consent

Consent

Consent forms are required for any participants. When appropriate, student assent forms as well as parental consent forms are required. Consent forms must clearly state that the study is being conducted independently by an individual or organization and does not represent or constitute research conducted by the District.

Additionally, consent forms should include:

- Purpose of the research
- Description of participation
- Time commitment
- Risks and benefits
- Data to be collected
- Confidentiality protections

- Researcher contact information
- Institutional affiliation, if applicable
- Parent or guardian permission options
- Language accessible to parents and guardians
- Translated versions, when needed

Please upload a copy of any/all consent forms (compiled into a single document).

The researcher is responsible for distributing and collecting consent forms. A copy of each signed consent form must be submitted to the District prior to collection of any data.

☐ I understand

IRB Documentation

Before research may begin in FWISD, one of the following must be submitted to the Committee on External Research Review:

- In the case of research subject to review by the Institutional Review Board (IRB), the researcher must submit a copy of the IRB submission and approval.
- In the case of research exempt from IRB review, the researcher must submit documentation from the institution clearly delineating reasons for such an exemption.
- In the case of research not affiliated with any institution subject to IRB requirements, the research must include persuasive evidence that the researcher has carefully considered the potential risk to human subjects, especially students and families, and has ensured the appropriate protections in the research design.

Please select which of the following applies to your study:

- ☐ IRB Approval
- ☐ IRB Exemption
- ☐ Non-IRB Research

Please **UPLOAD** a copy of your IRB submission and approval.

Please **UPLOAD** a copy of your IRB exemption documentation.

Please **UPLOAD** a copy of your evidence that precludes you from meeting the IRB Human Subjects Research approval.

Recruitment & Participation

Recruitment & Participation

Please describe your recruitment procedures.

Researchers may not contact departments, schools, principals, teachers, staff, students, or families until final district approval has been granted. **A letter of support does not constitute final district approval.**

☐ I understand

Participation in approved research is strictly voluntary. No department, school, employee, student, parent, or guardian is required to participate solely because district approval has been granted. Participation by a school or department remains at the discretion of the appropriate school or department leadership.

☐ I understand

Although the District may assist in identifying appropriate schools or departments for participation in any approved study, the promotion of and recruitment for participation is the sole responsibility of the researcher.

☐ I understand

Final Questions

You have answered the relevant questions for requesting an initial letter of support. If support is granted, you will receive instructions on completing the remaining sections of the application.

Use the **Previous** button to review your responses.
Select the **Submit** button to submit your application.

If you are not ready to submit and would like to return on this same device to complete any of the above sections or upload required documents, please **close your browser**. Your incomplete application will remain available for seven days.

You have reached the end of the application.

Use the **Previous** button to review your responses.
Select the **Submit** button to submit your application.

If you are not ready to submit and would like to return on this same device to complete any of the above sections or upload required documents, please **close your browser**.

Your incomplete application will remain available for seven days.

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