



Research Request Documentation Checklist

Research Request Documentation	Completed Documentation		Comments
	Y	N	
Cover Sheet	☐	☐	
Executive Summary (500 Words or Less)	☐	☐	
Project Title	☐	☐	
Researcher Status and Title	☐	☐	
Statement of Purpose	☐	☐	
Research Problem	☐	☐	
Alignment to D11 areas of research interest	☐	☐	
Research Question	☐	☐	
Hypothesis	☐	☐	
Benefit/Cost to D11 and/or profession of education	☐	☐	
Research Sponsorship			
D11 Sponsor statement of support (for multiple school sites)	☐	☐	
Principal Consent Form (for school sites where research is happening; considered sponsor if research includes only one school site)	☐	☐	
Method			
Sample (e.g., population and procedure for selecting the sample)	☐	☐	
Data collection methods	☐	☐	
Data Protection Agreement for secondary data (if applicable; for secondary data only)	☐	☐	
Time Requirement Form - time required of participants (if applicable; for primary data only)	☐	☐	
Instruments	☐	☐	
Method for analyzing results	☐	☐	

Research timeline	☐	☐	
Human Subjects Protection			
IRB approval documentation (required)	☐	☐	
Procedures to ensure confidentiality	☐	☐	
Benefit, compensation, and risk to participants	☐	☐	
Consent Letters (if study requires direct contact)	☐	☐	
Informed Consent (if applicable)	☐	☐	
Principal Consent Form (if study requires direct contact)	☐	☐	
Documentation, Funding, and Dissemination			
D11 Partnership Documentation (e.g., MOU; if applicable)	☐	☐	
Project Funding Description (e.g., grant, contract; if applicable)	☐	☐	
Dissemination Plan	☐	☐	