
Guidelines for Conducting Research in Houston Independent School District (HISD)





Guidelines for Conducting Research in HISD

The Houston Independent School District (HISD) Institutional Review Board (IRB) operates under Performance Management and is administered by the Evaluation, Monitoring, & Compliance (EMC) department. The IRB oversees research involving HISD students, staff, campuses, and district data to ensure compliance with applicable federal, state, and district requirements.

The HISD IRB is responsible for:

1. Reviewing research applications and determining the appropriate review pathway (exempt, expedited, or full committee).
2. Protecting the rights, welfare, and privacy of research participants.
3. Reviewing modifications to approved studies and conducting ongoing oversight when required.
4. Coordinating with district offices on secondary data requests and data-sharing agreements.
5. Communicating research decisions, required revisions, and approval conditions.

Research approval depends on alignment with [HISD's priorities](#), potential benefits, and the time and resources required of district personnel and students. **IRB approval does not independently authorize campus access, participant recruitment, use of district resources, or access to nonpublic data.** Separate district or campus authorization may be required.

Note: HISD employees are not permitted to conduct independent research at their campus of employment.

Research Application Submission Windows

HISD accepts research applications during four submission windows:

1. **Fall:** October 15 – November 15 (research beginning in spring).
2. **Winter:** February 15 – March 15 (research beginning in summer).
3. **Spring:** May 15 – June 15 (research beginning in fall).
4. **Summer:** July 15 – August 15 (research beginning in fall).

Applications must be submitted through the official HISD IRB [Google Form](#) during an established submission window. Researchers should review the current guidelines and prepare all required documentation before applying.

These guidelines and related forms are updated periodically. Current application materials, submission instructions, and updates are available on [HISD Research Inquiries webpage](#).

For questions, contact the HISD IRB at research@houstonisd.org.



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1. District Research Requirements and Regulatory Compliance

HISD supports research that advances educational practices while protecting instructional time, participant rights, and district resources. Research involving HISD students, staff, campuses, or nonpublic district data – including surveys, interviews, observations, assessments, and secondary-data analysis – may require district authorization and IRB review.

Research approval is a multistep process. IRB approval does not guarantee campus participation, and principals retain authority to determine whether approved research may be conducted at their schools.

Federal and State Requirements

All research must comply with applicable federal and state laws and district policies, including:

- [Family Educational Rights and Privacy Act \(FERPA\)](#): Protects student education records and governs access to and disclosure of personally identifiable information (PII).
- [Health Insurance Portability and Accountability Act \(HIPAA\)](#): Protects certain health information maintained by covered entities. School-maintained student health records are generally governed by FERPA.
- [Protection of Pupil Rights Amendment \(PPRA\)](#): Establishes parental rights and additional protections concerning student surveys involving sensitive subjects.
- [National School Lunch Act \(NSLA\)](#): Restricts disclosure of student meal eligibility and household information, subject to authorized exceptions.
- [Federal Human Subjects Protections \(45 CFR Part 46\)](#): Establishes ethical review and participant protection requirements, including additional safeguards for children, when applicable.

HISD may deny or restrict research that does not meet applicable legal, ethical, or district requirements.

2. FERPA Exceptions and Data Privacy

FERPA generally requires written consent before disclosing PII from student education records unless an authorized exception applies. Three exceptions commonly relevant to research under [34 CFR §99.31](#) are:

- School Official Exception:** May permit disclosure to authorized contractors or service providers performing institutional functions on HISD's behalf, subject to direct district control and applicable privacy and redisclosure restrictions.
- Studies Exception:** May permit disclosure to organizations conducting studies for or on behalf of HISD to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. A written agreement specifying the study's purpose and data protections is required.

- c. Audit or Evaluation Exception:** May permit disclosure to authorized representatives conducting audits or evaluations of federal- or state-supported education programs or activities involving compliance with related federal legal requirements, subject to applicable documentation and written-agreement requirements.

District Sponsorship and Data Authorization

Research relying on a FERPA exception must satisfy applicable district sponsorship and data-sharing requirements. Sponsorship does not independently establish eligibility for an exception or authorize data disclosure. Appropriate district privacy and data-governance officials determine whether the proposed disclosure is permissible, in coordination with the IRB research review process.

Individual-Level Data and Confidentiality

Student-level records may remain identifiable even after names and identification numbers are removed. Researchers must address potential reidentification risks, protect confidential information, and comply with applicable consent, privacy, and data-sharing requirements. Aggregate data may also require suppression of small groups to prevent identification.

Parental Consent and Sensitive Surveys

Under the [Protection of Pupil Rights Amendment \(PPRA\)](#), additional requirements apply to certain student surveys addressing political beliefs, psychological concerns, sexual behavior, illegal behavior, family relationships, privileged communications, religious beliefs, or income. Depending on the survey and funding source, these may include parental consent, notification, an opportunity to opt out, and parental inspection of survey materials.

Researchers must provide proposed student surveys and applicable consent materials for review before administration. Research involving minors must also comply with applicable parental permission and student assent requirements.

3. Who Should Submit a Research Application

Individuals or organizations proposing research involving HISD students, employees, campuses, or nonpublic district data must submit an application to the HISD Institutional Review Board (IRB), as applicable. This includes research intended to contribute to generalizable knowledge through surveys, interviews, observations, program evaluations, or secondary-data analyses. Eligible applicants may include research organizations, universities and graduate students, foundations, educational service providers, consultants, and other external investigators.

HISD Employee Research. Employees proposing independent academic research, including master's theses or doctoral dissertations, must disclose their employment status and obtain an IRB determination and any required district authorization. Independent research at an employee's campus of employment is prohibited. District-authorized practitioner inquiry and routine activities conducted within assigned professional duties may be subject to different approval requirements. Employees should contact the IRB before initiating these activities.

District and Campus Sponsorship

Research involving HISD requires appropriate district or campus support based on the proposed scope and activities. Sponsorship demonstrates alignment with district priorities but does not guarantee IRB approval or authorize access to confidential data.

District-Level Sponsorship

District sponsorship is required for districtwide research or studies involving 10 or more campuses. The district sponsor must be a Director, Executive Director, or Division Chief responsible for the relevant program, policy, or practice. The district sponsor is responsible for reviewing the proposed research, confirming its alignment with HISD priorities and applicable instructional standards, and determining its potential value to the district. Researchers should consult the appropriate district leader before submitting an application and provide the required sponsorship documentation.

District sponsors may support recruitment coordination, implementation, and dissemination of findings when authorized. However, sponsors must not independently retrieve or disclose nonpublic district data for research. Secondary-data requests must follow the district's Research Data Sharing Agreement (DSA-R) process after the applicable IRB determination or approval.

Campus-Level Sponsorship

- Research involving direct participation of students or employees at HISD campuses requires permission from the participating principal(s). Requests should describe the research activities, intended participants, expected time commitments, and potential instructional impact.
- Researchers are responsible for obtaining and submitting required principal permission documentation using the procedures communicated by EMC. Principal permission does not replace IRB review or other district approvals.

Research at NES Campuses: Research involving New Education System (NES) campuses may be considered for approval on a case-by-case basis. Researchers should consult the current [HISD NES campus list](#) when identifying proposed research sites.



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Important: Research may begin only after all required IRB, district, and campus approvals are obtained. Sponsorship questions: research@houstonisd.org.

4. Data Collection and Data Requests

Research involving primary data collection or access to nonpublic HISD data requires submission to the HISD IRB for review or an applicable research determination. Research using exclusively publicly available data generally does not require an HISD IRB application, provided it does not involve direct participation by HISD students or staff, access to nonpublic records, or use of district resources ([see Appendix A: List of Publicly Available Data](#)).

Primary Data Collection

Primary data collection involves gathering new information directly from HISD students, staff, parents, or other participants through surveys, interviews, assessments, observations, focus groups, or similar methods.

Researchers must provide the following materials, as applicable:

1. **Informed Consent and Assent:** Consent documents for adult participants and parental permission and student assent materials for minors, as required. Spanish-language versions must be provided when applicable to participating families.
2. **Confidentiality and Data Security:** A plan describing how participant information will be collected, stored, protected, and reported.
3. **Campus Authorization:** Principal permission for research conducted at participating campuses.
4. **Recruitment Materials:** Copies of invitations, flyers, emails, or other materials used to recruit participants.
5. **Research Instruments:** Copies of surveys, questionnaires, assessment tools, interview protocols, and other instruments, including available documentation of validity and reliability when relevant.

Secondary Data Collection

Secondary data collection involves accessing existing HISD student, staff, or administrative records, including enrollment, demographics, assessments, attendance, discipline, program participation, or personnel information.

Researchers requesting nonpublic secondary data must include the following information in their initial IRB application:

1. **Data Specifications:** A description of the requested data elements, sources, time periods, student or staff populations, and level of detail.
2. **Research Purpose:** An explanation of how the requested data will be used to address the study's research questions.
3. **Data Protection:** A plan identifying authorized recipients, storage, access restrictions, confidentiality safeguards, and anticipated retention or destruction procedures.



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4. **District Sponsorship:** Identification of the appropriate HISD district sponsor, when required.

Research Data Sharing Agreement (DSA-R)

Following the applicable IRB determination or approval, the authorized district sponsor initiates the DSA-R process through established district procedures. The responsible district offices determine the applicable data-sharing and privacy agreement requirements based on the data requested, intended use, recipient, and legal disclosure authority.

Nonpublic HISD data may not be released until all required approvals, agreements, and secure data-transfer arrangements have been completed.

Studies involving both primary and secondary data collection must satisfy the applicable requirements for each type.

Data Request Fees and Responsibilities

Secondary-data requests may incur administrative fees based on the staff time and resources required to prepare and provide the requested information. Applicable fees, payment requirements, and anticipated delivery timelines will be communicated to researchers before data release.

District sponsors coordinate the DSA-R request but are not authorized to independently retrieve or disclose nonpublic research data. Data preparation and release are managed by authorized district personnel following completion of all required approvals and agreements.

Questions concerning secondary-data requests should be directed to research@houstonisd.org.

5. Institutional Responsibilities and Research Ethics Requirements

Institutional Oversight and Accountability

Universities, research organizations, and other sponsoring institutions are responsible for providing appropriate supervision and oversight of their researchers, including graduate students conducting thesis or dissertation research. Institutions must ensure that researchers comply with applicable ethical standards, institutional IRB requirements, and HISD research policies throughout the study.

Failure to comply with approved research procedures or ethical requirements may result in suspension or withdrawal of HISD research approval. HISD may also restrict future research applications from investigators or sponsoring institutions, consistent with district policies and applicable procedures.



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Institutional IRB Approval

Researchers affiliated with universities or other institutions that require IRB oversight must provide documentation of their institution's IRB approval or applicable exemption determination before initiating research activities in HISD.

If institutional IRB approval is pending at the time of application, HISD may conduct a preliminary or conditional review. When an institution requires HISD authorization before issuing its own approval, HISD may provide a conditional determination to facilitate that process.

Conditional approval does not authorize recruitment, data collection, campus access, or access to nonpublic district data. Research may begin only after all required institutional and HISD approvals, permissions, and applicable agreements are completed, and written authorization has been issued.

Background Checks

External researchers and research team members must comply with applicable [Texas Education Code Chapter 22](#) background-check requirements and HISD procedures before receiving access to students or campuses.

Researchers whose activities involve unsupervised access to students may be required to complete fingerprint-based criminal history checks. Researchers accessing district data without direct student contact must satisfy applicable institutional and HISD security requirements.

Current HISD employees who have completed employment-related background checks generally do not need a duplicate check solely because of their research role, unless additional requirements apply. Researchers are responsible for any associated background-check costs.

Ethical Research Training

Researchers and research team members must provide evidence of appropriate human subjects research ethics training and maintain valid certification throughout the study, as required by HISD.

Accepted training resources include the [Collaborative Institutional Training Initiative \(CITI Program\)](#) and the [U.S. Department of Health and Human Services Human Research Protection Foundational Training](#).

Researchers must follow approved protocols, protect participant confidentiality, and promptly report research-related concerns or noncompliance to the HISD IRB.

6. Application Submission

Application Windows and Review Timeline

HISD accepts research applications during designated submission windows. Researchers should submit complete applications sufficiently in advance of their anticipated research start date.

Window	Application Due Dates	Review Dates	Target for Data Collection
#1	February 15 to March 15	April 1 – April 30	Summer Semester or Later
#2	May 15 to June 15	July 1 – July 30	Fall Semester or Later
#3	July 15 to August 15	September 1 – September 30	Fall Semester or Later
#4	October 15 to November 15	December 1 – December 30	Spring Semester or Later

Applications submitted outside established windows or missing required documentation may not advance to review. Researchers must respond to requests for additional information within 14 calendar days unless otherwise specified by EMC. Applications may be administratively closed for failure to respond.

Application Fee

A non-refundable application fee must be submitted prior to applications being reviewed. Application fees may be paid by check, money order, credit card, or electronic funds transfer (EFT) by the researcher, sponsoring institution, or HISD department.

Applicant Category	Fee Structure
HISD Employee	Waived upon verification of employment
Graduate Student	\$50
Institution or organization	\$350

Payment does not guarantee approval. Researchers will receive instructions regarding accepted payment methods and submission requirements. The application review will begin as soon as the payment has been received.

Secondary Data Requests: Requests for nonpublic HISD data may incur an administrative fee of \$160 per hour, with a minimum charge of two hours. Fees are assessed based on staff time required for data preparation and are payable before data release. Applicable agreements and approvals must also be completed before data delivery.

Submitting Fees

Application fees may be paid by credit card, check, money order, or electronic funds transfer (EFT). When submitting payment, researchers must include the study title, principal investigator's name, and HISD IRB application ID.

Online Payment (SchoolPay)

- [Internal Research – HISD Employee](#)
- [External Research – Non-HISD Employee](#)

Check or Money Order

Mail payments to:
Houston Independent School District
Attn: Research Committee 2NW
4400 West 18th Street



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Houston, TX 77092-8501

Submitting a Research Application

Researchers must submit applications through the official [HISD Research Application Google Form](#), accessible through the [HISD Research Inquiries webpage](#).

The application can be completed using a computer or mobile device. Researchers may use an institutional or personal Google account to access the form and upload supporting documents. Before submitting, applicants should review these guidelines and prepare all required materials (see Appendix B: Preparing a Research Application).

Following submission, EMC will review the application for completeness and communicate any missing documentation or next steps through the email address provided by the researcher.

Researchers are responsible for obtaining and submitting required district sponsorship or principal permission documentation as directed by EMC. Submission of an application does not constitute approval to begin research.

Application Identification and Supplemental Documentation

Each research application will be assigned an application ID based on its [Google Forms](#) submission timestamp. The application ID will be included in official IRB correspondence, including decision letters, and must be referenced in subsequent communications.

Researchers are responsible for responding to requests for missing documentation or revisions within the specified timeframe. EMC will provide instructions for submitting additional materials.

Applications formally denied by the IRB and resubmitted during a future application window will be treated as new applications and subject to applicable submission requirements and fees.

Submission of additional materials does not constitute approval. Researchers must receive the required written IRB determination and all applicable authorizations before beginning research activities.

7. IRB Review, Decisions, and Research Approval

IRB Review Process

The HISD Institutional Review Board (IRB) reviews research applications following established submission windows. Full committee meetings are generally scheduled during April, July, September, and December. Review timelines may vary based on application completeness, study complexity, and requests for additional information.

Applications are evaluated through the appropriate review pathway:

1. **Exempt Review:** Research meeting applicable federal exemption criteria, as determined by authorized IRB personnel.
2. **Expedited Review:** Eligible minimal-risk research reviewed by the IRB Chair or authorized reviewer.
3. **Full Committee Review:** Research requiring consideration by the convened IRB Committee, including studies involving greater than minimal risk or other circumstances requiring full review.

IRB Decisions

Following review, the IRB may issue one of the following written determinations:

- **Approval:** The research meets applicable review requirements, subject to any remaining district authorizations.
- **Approval with Conditions or Modifications Required:** Specific requirements must be addressed and verified before approval becomes effective.
- **Deferral:** Substantial revisions or additional information are required before a final determination can be made.
- **Disapproval:** The proposed research does not meet approval requirements and may not proceed as submitted.

For full committee review, decisions follow established quorum and voting requirements. EMC communicates determinations and any required next steps to researchers.

Revisions and Resubmissions

Researchers must address requested modifications within the timeframe specified by EMC. Revised materials will undergo additional review as appropriate.

Applications formally denied by the IRB may be resubmitted during a future application window. Resubmissions are treated as new applications and are subject to applicable submission requirements and fees.

Research Approval and Authorization

Researchers may begin approved activities only after receiving the required written HISD IRB determination and satisfying all applicable conditions, including institutional IRB documentation, district sponsorship, campus permissions, and data-sharing agreements when required.



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IRB approval does not independently authorize recruitment, campus access, use of district resources, or release of nonpublic data. Secondary-data requests must complete the district's DSA-R process before data release.

Post-Approval Responsibilities

Researchers must obtain required informed consent, parental permission, and student assent before participant involvement. Proposed changes to approved research must be submitted for review before implementation, except changes necessary to eliminate an apparent immediate hazard to participants, which must be promptly reported.

Amendments, continuing-review materials when required, and study closure notifications must be submitted to research@houstonisd.org.

Researchers must provide required final reports and study closure documentation within 30 days of study completion, consistent with their approval conditions. Research involving nonpublic data must also comply with applicable retention, destruction, and confidentiality requirements.

Reporting Research Concerns and Noncompliance

Researchers must promptly report unanticipated problems involving risks to participants or others, suspected serious or continuing noncompliance, and circumstances that may warrant suspension or termination of research activities. Urgent threats to participant safety must be reported immediately, no later than 24 hours after discovery, to research@houstonisd.org.

APPENDIX A: Publicly Available Data

Researchers are encouraged to explore publicly available education data before requesting nonpublic HISD records. Research relying exclusively on public data generally does not require an HISD IRB application unless the project also involves district participants, resources, or activities requiring authorization.

The following resources provide access to publicly available education data, reports, and research findings.

Statewide Data Sources

- [Texas Performance Reporting System \(TPRS\)](#): Comprehensive TEA reporting system containing academic performance, student outcomes, and demographic indicators at the state, region, district, and campus levels.
- [Texas Academic Performance Reports \(TAPR\)](#): Annual reports presenting student achievement, demographics, staffing, programs, and other accountability information.
- [Texas School Accountability Ratings](#): State accountability ratings and performance information for Texas public schools and districts.
- [TEA School Report Cards](#): Campus-level reports combining accountability results, academic performance, and financial information.
- [PEIMS Standard Reports](#): Publicly available student, staff, and geographic reports, including enrollment, demographics, graduation, special populations, and staffing.
- [TEA Reports and Data Portal](#): Access to state assessment, accountability, and other published education reports.

Federal and National Data Sources

- [EDFacts](#): U.S. Department of Education initiative collecting state-reported education information, including publicly released data concerning student performance and educational programs.
- [Common Core of Data \(CCD\)](#): National Center for Education Statistics (NCES) database containing annual information about public schools and districts, including enrollment, staffing, and school characteristics.
- [National Center for Education Statistics \(NCES\)](#): Federal source for education data, statistical reports, and research covering early childhood through postsecondary education.
- [Condition of Education](#): National indicators of educational participation, achievement, attainment, and institutional characteristics.
- [Digest of Education Statistics](#): Statistical tables covering enrollment, staffing, educational attainment, finances, and other education topics.
- [Integrated Postsecondary Education Data System \(IPEDS\)](#): Postsecondary institution data covering enrollment, completions, costs, staffing, and institutional characteristics.
- [National Student Clearinghouse Research Center](#): Public reports on postsecondary enrollment, persistence, mobility, and completion.
- [Data.gov](#): Federal open-data catalog providing access to education and other publicly available datasets.

HISD and Houston-Area Data Sources

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- [HISD Demographics and Strategic Planning](#): District enrollment, geographic information, school boundaries, demographic resources, and school planning information.
- **HISD Assessment and Program Evaluation Reports**: Publicly released reports covering student assessments, graduation, language proficiency, and district educational programs. Access available reports through HISD's official website.
- **HISD District and School Profiles**: Publicly released information concerning student demographics, school programs, staffing, and educational outcomes.
- **HISD Campus Demographic Reports**: Available dashboards and reports describing enrollment patterns, student populations, school characteristics, and related demographic indicators.
- **HISD Geographic Information System (GIS) Data**: Publicly available district geographic information, school locations, boundaries, and related mapping resources, accessible through the HISD demographics website.
- [Houston Education Research Consortium \(HERC\)](#): Research briefs, reports, and dashboards examining educational programs, student outcomes, and policy issues across Houston-area school districts.
- **HISD Board Goals and Progress Monitoring Reports**: Publicly released reports describing progress toward district goals and associated performance measures.

Researchers are responsible for verifying the availability, reporting periods, definitions, and limitations of individual datasets before use. Access to public reports does not authorize access to confidential student or employee records or participation in HISD research activities.

APPENDIX B: Preparing A Request for Permission to Conduct Research

Researchers should review the [HISD Research Inquiries webpage](#) and prepare the required information and supporting documents before completing the HISD Research Application Google Form. Requirements vary based on the researcher, study scope, proposed activities, and data requested.

1. Researcher Information and Study Overview

Provide the study title, principal investigator's name, institutional affiliation, role, and contact information. Graduate students must also identify their faculty advisor and provide the advisor's contact information.

Prepare a nontechnical study summary describing the purpose, research questions, proposed methods, anticipated contributions, and potential benefits. Identify funding sources, sponsoring organizations, and any actual or perceived conflicts of interest.

2. Alignment with HISD Priorities

Explain how the proposed research aligns with HISD's strategic priorities, why HISD participation is necessary, and how findings may inform educational programs, policies, or practices.

3. Research Scope and Sponsorship

- Identify whether the study is districtwide or campus-targeted. Studies involving 10 or more campuses require district-level sponsorship; studies involving fewer than 10 campuses require permission from participating principals, as applicable.
- Research at NES campuses may be considered for approval on a case-by-case basis. Researchers should consult the current [HISD NES campus list](#) when selecting study sites.
- Identify the proposed campuses, participant groups, anticipated sample sizes, estimated time commitments, and appropriate district sponsor or campus principal.
- Provide required sponsorship or permission documentation and disclose any relevant employment relationships or potential conflicts of interest involving HISD employees.

Note: District sponsorship and principal permission do not replace IRB approval.

4. Recruitment and Participant Selection

- Describe how participants will be identified, contacted, and recruited. Explain how recruitment and study activities will minimize instructional disruption and ensure voluntary participation.
- Prepare copies of all recruitment materials, including invitations, flyers, emails, scripts, and principal communications, as applicable.
- Recruitment involving HISD personnel, students, or district communication resources requires appropriate authorization. Researchers may not begin recruitment until the required approvals and permissions have been obtained.

5. Data Collection and Analysis

Identify whether the study involves primary data collection, secondary data, or both.

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- **Primary Data:** Describe the proposed surveys, interviews, observations, assessments, focus groups, or other methods. Prepare all research instruments and supporting documentation.
- **Secondary Data:** Identify requested HISD data elements, sources, populations, school years, anticipated recipients, and intended uses. Nonpublic data requests are subject to applicable district data-sharing procedures following the IRB determination or approval.

Describe the proposed analysis methods and anticipated research timeline, including data collection start and end dates.

6. Participant Protection and Ethical Procedures

Describe how participants' rights, privacy, and confidentiality will be protected. Explain procedures for voluntary participation, informed consent, parental permission, and student assent, as applicable.

Prepare required consent and assent documents, including translated versions when needed. Research involving sensitive student surveys must comply with applicable [Protection of Pupil Rights Amendment \(PPRA\)](#) requirements. Provide evidence of appropriate human subjects research ethics training and institutional IRB approval or determination, when applicable.

Participant Incentives and Compensation

Researchers proposing financial or nonfinancial incentives must describe the type, amount or value, eligibility criteria, and distribution procedures in their application. All proposed incentives and compensation are subject to HISD IRB review and applicable district policies. Incentives must not create undue influence or compromise voluntary participation.

7. Data Security and Confidentiality

Prepare a data security plan describing:

- Secure data storage and authorized access.
- Protection of identifiable information.
- Secure transmission and restrictions on redisclosure.
- Data retention, deidentification, and destruction procedures.
- Measures to prevent participant identification in research reports.

Researchers must comply with applicable [FERPA requirements](#), HISD data-governance procedures, and executed agreements.

8. Required Supporting Documents

Depending on the study, researchers should prepare the following documents for upload:

- Research protocol or study proposal.
- Recruitment materials and research instruments.
- Informed consent, parental permission, and assent documents.
- Institutional IRB approval or exemption documentation, if applicable.
- Research ethics training certification.
- District sponsorship or campus permission documentation, as applicable.



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- Secondary-data specifications and data security plan.
- Other documentation requested by HISD.

9. Study Completion and Reporting

Identify the anticipated study completion date and proposed timeline for submitting findings to HISD. Researchers must provide required final reports and closure documentation within 30 days of study completion, consistent with HISD requirements and approval conditions.

10. Application Submission

Submit the completed application and supporting materials through the official [HISD Research Application Google Form](#) during an established submission window.

Researchers may use an institutional or personal Google account. EMC will communicate any missing documentation, requested revisions, and review determinations using the contact information provided.

For questions, contact research@houstonisd.org.