Conducting Research in the Washington County School District

The Washington County School District recognizes good research as a building block for understanding and improving education. <u>Priority</u> is given to projects that:

- a) Yield useful products or data for our schools.
- b) Align with District programs, goals, and mission.
- c) Are conducted by WCSD staff in pursuit of advanced degrees.
- d) Are not intrusive or interrupt classroom/school activities.

Low priority is given to projects that:

- e) Study domains extraneous to improving the quality of teaching and learning.
- f) Study domains that are inconsistent with the goals and mission of the District.
- g) Include market research which does not relate to the Districts long-range objectives.
- h) Include longitudinal research which requires tracking subjects and data from year to year.
- i) Include topics unrelated to District programs.
- j) Invade the privacy of subjects or pose unjustified risk.

General Directions

A completed application must include the follow items listed below. Please allow 2-3 weeks for a decision once completed materials have been received.

1. A completed Research Project Request (Form 521). (You may reference details from your research proposal on the application.)

- 2. Copy of your research proposal.
- 3. Copy of all interview protocols, surveys, questionnaires, observation guides, etc.
- 4. Copy of all disclosures and consent forms.
- 5. Copy of the IRB approval (or documentation that IRB approval is pending)
- 6. Copy of the vita or resume of the investigator(s). (Optional)

Submit application materials to:

Dr. Brad Ferguson Director of Assessment & Research Washington County School District 121 W Tabernacle St St. George, UT 84770

brad.ferguson@washk12.org

(435) 673-3553 x 5206

Washington County School District

RESEARCH PROJECT REQUEST FORM

A. Investigator Information (attach sheet listing information for additional investigators, if any)

Name:

Mailing address:

Phone/cell number:

Email address (required):

Project title:

College, University, or Institution sponsoring this project or to which the investigator is affiliated:

□ None

B. Institution/Affiliation

Investigator's affiliation with the institution listed above

- Undergraduate student College/Department ______
- Graduate student College/Department ______
- Faculty member College/Department ______
- □ Not affiliated with any institution. Explain status below:

This research project is in partial fulfillment of the requirements for...

- □ A class project
- □ Undergraduate degree
- □ Graduate Degree □ Masters □ Doctorate

Other, please specify: _____

Name of Project Director/Advisor/Supervisor:

Title/Position:

Institution:

Address:

Phone/Cell number:

Email address (required):

Project funding: (Check one)

- \Box Supported by institution or agency making the request
- \Box Personal funds of the investigator(s)
- $\hfill\square$ Grant or contract from another agency
 - Name of grant or agency _____
- Other, please specify ______

C. Project Description

General project description:

Purpose(s) of this research project:

Outline of procedures (you may reference parts of research proposal):

Description of student subjects (if part of project)

Number:

Grade:

Specific demographics (if any):

Estimated time involved per student:

Description of staff subjects (if part of the project)

Number:

Specific demographics (if any):

Estimated time involved per staff member:

Description of parent subjects (if part of the project)

Number:

Specific demographics (if any):

Estimated time involved per parent:

Description of information required from District records, if applicable

Proposed date to implement project:

Projected date to complete the portion of project involving the school district:

Estimated date when report, product, etc. resulting from the project would be available to the district:

D. Benefits and risks:

Indicate any benefits likely to result from this research for students, staff, and/or parents of the Washington County School District.

What risks, if any, would this research involve for participants? If risks are present, indicate the justification for the procedures and steps to be taken to minimize risk. (You may refer to IRB documentation)

Does the sponsoring institution have an Institutional Review Board (IRB) for the protection of human subjects which complies with Federal regulations? \Box Yes \Box No

If "Yes" (check one):

- □ This project has been approved by the IRB (attach copy of IRB's decision)
- □ Approval from the IRB is pending (Note: Final approval from the IRB must be furnished with before the research is initiated.)
- □ This project does not require the approval of an IRB. Explain:

E. Assurances

If approved, the investigator(s) agree to the following conditions:

1. To adhere to the purpose and procedures of the project as approved by the District and to restrict the use of data gathered in cooperation with the District to this project unless specific written approval is given.

2. To furnish the District with progress reports upon request.

3. To provide the District with one copy of all publications, including dissertations, reports, summaries, articles, and papers, resulting the completed project.

4. The investigator gives permission for the District to cite the ongoing or completed project in its own publications, with credit to the investigator(s).

5. Prior to the circulation of any report of research findings or conclusions in connection with this study, the District will have the final approval of the use of its name or references to the District, its staff, or its programs.

6. To comply with the Family Educational Rights and Privacy Act and amendments thereto.

7. To comply with Federal regulations and recognized professional practices relative to the protection of human subjects in research studies.

8. To report only aggregate data or pseudonyms in such a way so that information cannot be traced directly or by inference to a specific community neighborhood, staff member, student, family member of a student, or school attended.

9. To secure all data obtained, including, audio and video recordings, electronic/digital data, and documents; and restrict access to the data to individuals approved in the application.

10. To destroy all materials gathered which contain personally identifiable information after the purposes for which the material was gathered have been completed. Failure to do so may subject investigator(s) to criminal prosecution.

Signature Investigator	Date
Signature—Project Director/Advisor/Supervisor	Date
For Distri	ict Use Only
□Project is approved	
$\Box Project$ is approved following verification of reque	sted modifications
□Project is not approved	
Director of Assessment & Research	Date

Updated 07/2014