

Students

Conducting Research in the Schools

Application Procedures

Any individual or organization wishing to conduct a research, evaluation, survey, or test development project involving students or staff of the Waterford Public Schools must submit a letter of application to the Superintendent of Schools containing the following information:

1. A description of the study, no more than three pages in length. The following information should be included:
 - a. Rationale and objectives;
 - b. Population or subjects to be studied;
 - c. Educational intervention (if any);
 - d. Data collection procedures including what data will be collected, who will do the data collection, and how much student and/or staff time will be needed;
 - e. Potential benefits to the District which may accrue from this project;
 - f. Plan for obtaining informed consent;
 - g. Plan for providing feedback and/or debriefing subjects and parents.
2. Samples of all instruments and/or instructional materials to be used;
3. Sample of informed consent letter(s);
4. Timelines or schedule of events for the project.

Review Process

Completed applications will be reviewed by the Superintendent of Schools or designee and such other personnel as may be necessary to evaluate the feasibility of conducting the proposed study in the Waterford Public Schools. A minimum of three weeks is required for review of the proposal.

The Superintendent or designee will consider the following questions in deciding whether or not to approve the request.

1. Can the research be carried out without interfering with the teaching-learning process for students or staff?
2. Can school time reasonably be devoted to the request?
3. Are the instruments and/or instructional materials appropriate for use in the school setting?
4. Are the dignity and personal rights of those who would be involved in the study protected?
5. Is there any potential for invasion of privacy of students, families or employees?
6. Does the informed consent letter provide a clear and accurate description of the research?
7. Does the request contain a convincing statement of how the research may be useful?

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Review Process (continued)

8. Is the research relevant to the mission of the school district rather than relevant to the goals of the sponsoring individual or agency?
9. Does the proposal appear feasible?
10. Does the design of the proposal achieve what is expected?
11. Is the proposal consistent with District policies?
12. Has the proposal been approved by the institution or funding agency with which the research is affiliated?
13. Does the research plan ensure confidentiality of sources of data?

Approval and Monitoring Procedures

If the proposed study passes the initial review, the following steps will be taken:

1. Contact Principals in schools/programs where the study might be conducted. The written description of the project and other supporting materials will be sent to the Principal for review. If the proposed study passes the Principal's review, be returned to the Superintendent or designee for final approval.
2. A letter will be sent to the research applicant giving approval to conduct the proposed project in the school(s) programs(s) designated. A copy of this letter will be sent to each Principal involved.
3. The research applicant will contact the Principal(s) to make arrangements for conducting the study.

It is expected that the researcher will conduct the project in accordance with the procedures as outlined in the approved proposal. The researcher is also expected to keep the Principal and the Superintendent of Schools informed regarding the progress of the data collection and to submit a written report of the project when it is completed.

Suggestions for Informed Consent Letters

1. Introduction of the researcher, institutional affiliation, source of funding, and any other pertinent information (e.g., part of doctoral dissertation research);
2. Purpose of the study stated in simple English avoiding jargon and unnecessary details;

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Suggestions for Informed Consent Letters (continued)

3. Description of what the subject will be doing, where, when and for how long;
4. A sample "invitation" to participate in the study;
5. Assurances about confidentiality and independence of research from grades, school records, etc., if appropriate;
6. The assurances necessary under "rights of human subjects" regulations;
7. A name and number of someone to call, if there are questions about the study.

If you like, you may mention that your research has been approved by the District, or that the District and the school have agreed to cooperate in your study.

The consent form should be a tear-off so that a parent or subject can keep the description of your study for reference. The consent form should provide spaces for the subject's name, the name of the person signing for the subject, the name of the investigator asking for consent, and the date that the form was signed. It is generally helpful to provide a space to check "do or do not" consent, so that non respondents can be distinguished from those not giving consent. Also, it is wise to indicate where and how the consent form is to be returned. Parental consent must be given in writing, non-responses do not presume consent.

**WATERFORD PUBLIC SCHOOLS
15 Rope Ferry Road
Waterford, CT 06385**

Date Received _____

Application for Conducting Research

Name of Applicant(s) _____

Address _____

Telephone(s) _____

Institutional Affiliation _____

Theme or Topic of Intended Research _____

Research is for:

Undergraduate Course Work _____

Doctoral Degree _____

Graduate Course Work _____

Post-doctoral Research _____

Master's Degree _____

Institutional Study _____

(indicate funding source if any)

Other (specify) _____

Research has been approved by:

Advisor _____

Prospectus or Dissertation Committee _____

Funding Agency _____

Human Subjects or _____

Other Institutional Review Committee

Rationale and objectives: _____

Target Population:

Group	# Needed	Time Needed	Specific Characteristics of Group (grade, sex, etc.)
Students			
Administrators			
Teachers			
Parents			
Others			

Special sampling requirements (specify) _____

Description of design _____

Task and time requirements for individual subjects _____

Task and time requirements for administrators, teachers, and other school staff _____

Instruments and/or instructional materials to be used (specify & attach sample copies) _____

Instruments to be administered by _____

Student record requirements _____

Space and equipment requirements _____

Plan for obtaining informed consent (attach sample letter(s)) _____

Plan for providing feedback and/or debriefing subjects _____

Potential benefits to District _____

Proposed duration of involvement of Waterford Public Schools (attach proposed timeline)

Start date _____ Completion Date _____

Signature _____ Date _____

Decision of Superintendent of Schools

Approved Denied

Signature

Date