

STAFFORD COUNTY PUBLIC SCHOOLS
Office of Assessment and Accountability (OAA)

Application to Conduct Research Studies and Data Collection

The Research Review Committee accepts applications to conduct research studies and data collection throughout the year. The Research Review Committee needs time to read and review proposals, those submitting applications can expect a response in approximately 4-5 weeks after initial submission. **Incomplete application packets will not be reviewed by the committee and IRB approval from any graduate level work needs to be obtained before submission.**

Research studies/data collection involving the participation of Stafford County Public Schools (SCPS) may **not** be permitted from May 1st to September 10th of each year.

Completed Application Packets can be submitted electronically via e-mail: researchreview@staffordschools.net

Please read carefully each statement below. Your signature indicates your agreement to abide by the following statements and SCPS Policy 2301 Data Collection/ Research.

- If approved, research study/data collection participation by SCPS students or staff is voluntary and the anonymity of the participants must be preserved.
- The research study/data collection must not impose an undue burden to SCPS's resources or on the instructional time of its students. The research study/data collection must align with the strategic goals and/or objectives of SCPS.
- The review of the application to conduct research studies/data collection by the Research Review Committee in no way obligates SCPS to approve the research study/data collection proposal. Any applicant approved by the Research Review Committee must abide by the policies and regulations of SCPS. Failure to do so will result in the termination of the research study/data collection activity.
- If the research study/data collection is approved, **a copy of the findings must be submitted to the Research Review Committee** within 45 days of completion of the research study/data collection at no charge to SCPS.

Applicant's Signature: _____ **Date:** _____

OFFICE USE

Date Received:

Applicant Information

Name: _____

Home address: _____

Home or cell phone: _____ **Email:** _____

Employer: _____

Work address: _____

Professional position/title: _____ **Work phone:** _____

University Affiliation

Is the study to fulfill a graduate school requirement? (If not, skip to next section.)

If so, for what purpose: Graduate Class Graduate Thesis Doctoral Dissertation

Other, explain: _____

Applicant's university affiliation: _____

Applicant's university advisor: _____

Advisor's phone: _____ **Advisor's email:** _____

Advisor's address: _____

Non-University Affiliated

Is the study in association with your current place of employment? (If not, skip to next section.)

If so, provide a point of contact at your place of employment:

Contact name: _____

Contact's position: _____

Contact's phone: _____ **Contact's email:** _____

If not, for what other purpose are you conducting the study? _____

Study Background Information

Title of research: _____

Major research questions/problems to be addressed:

Additional researchers involved?
If so, list: _____

How will the research be financed?

Requirements for the Completion of Study

Schools involved: Elementary Middle High Alternative Education

Number of schools needed: _____ **Specific grades needed:** _____ **Number of students needed:** _____

Specific characteristics of students needed:

Racial Background Gender Achievement Level Special Education

Other **Explain:** _____

Amount of time needed with students: _____

Student files needed: **If yes, what type:** _____

Number of staff members needed: _____ **Amount of time needed with staff members:** _____

Specific characteristics of staff needed:

Racial Background

Gender

Degree/Content

Special Education

Other

Explain: _____

Research Instruments

Type of instrument(s) to be administered: _____

Who will administer the instrument(s)? _____

Who will the instrument(s) be administered to? _____

What is the time frame for administration of the instrument(s)? _____

Required Enclosures

The following are the required enclosures that must be submitted in conjunction with the application in order for the applicant's request to be considered for approval.

- Research Proposal
- Institutional Review Board (IRB) Approval Letter (if applicable)
- Consent Forms (in compliance with SCPS Policy 2301, if applicable)
- Research Instruments
- Resume

Research proposals must be divided into the chapters outlined below and must contain the information below:

- 1 **Methodology**
Indicate how the research will be conducted including limitations of the study.
- 2 **Research Instruments**
Include a description of the instruments, who the instruments are administered to, who administers the instruments, and scoring if applicable.
- 3 **Sampling**
Include an explanation of the procedure to acquire the sample and a description of the sample.
- 4 **Data Collection**
Include an explanation of the data collected and the procedure used to collect that data.

5 ***Data Analysis***

Indicate how the data will be analyzed.

6 ***Timeline***

Include an overall time line and an itemized timeline of all tasks to be completed.

7 ***Funding***

Indicate how the research will be funded.

8 ***Benefit to SCPS***

Include an explanation of the research's alignment with SCPS's strategic goals and/or objectives and how it will help improve the educational quality or services of SCPS.