

**RESEARCH REQUEST**

**APPLICATION TO CONDUCT RESEARCH REQUEST**

**Instructions:** Complete all sections of this application and sign, date, and submit.

**SECTION 1 - RESEARCHER/REQUESTOR INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Preferred Email \_\_\_\_\_

Current district employee?  Yes  No If Yes, Employee ID No. (A#) \_\_\_\_\_

University/Agency affiliation \_\_\_\_\_

Degree sought (if applicable) \_\_\_\_\_

Project Director/Advisor Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**SECTION 2 - STUDY FEATURES**

**Title** What is the title of the research study/project? (100-character limit)

**Purpose/Objective** In a few sentences, describe why the study is being conducted. (1,000-character limit)

**Questions/Hypotheses** List research questions/hypotheses. (500-character limit each)

1.	
2.	
3.	

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### **SECTION 3 – METHODS AND PROCEDURES**

Provide a **brief** summary of research methods, including specific actions that will be taken to answer the research questions and meet the stated purpose or objective of the study. This may include procedures for research activities such as sampling, identifying participants, collecting data, and analyzing results. When discussing sampling procedures, be sure to describe how potential participants will be identified and describe sampling techniques, indicating whether the research project requires the use of a comparison/control group. (2,500-character limit)

#### **Data Collection Method**

Which of these apply to data in the study? Select all that apply.

- Existing data, which is stored in SCS databases, is required (e.g., test scores, demographics). This data can only be released if the researcher agrees to the following statements:
  - I acknowledge I will not request SCS data directly from individual schools.
  - I understand that all existing data must be requested from the district by completing **the Data Element Request** portion of this application.
  - I will complete the Data Element Request Information to identify the specific data and format I will require, with the understanding that I may request up to 10 data elements and no more than the current year plus three past years will be provided.
- Data will be collected using instruments (e.g., observations, interviews, surveys). NOTE: Copies of all instruments must be provided with this Research Request Application.
- SCS data will not be requested.

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### Data Element Request Information

If “Existing data which is stored in SCS databases is required (e.g., test scores, demographics),” was selected complete the table below. Ensure the correct terminology is used. List each data element separately with only one data element per row. Note, census data collection is not permitted (i.e., do not list "all" for any participant group).

For each data element requested, list the school years requested (e.g., 2019-20), the grade levels requested (e.g., 3, 4, and 6) and briefly describe why this data element is needed. Up to 10 data elements may be requested. NOTE: No more than the current plus three past years will be provided.

Data Element	Year(s)	Grade Level(s)	School(s)	Reason
Ex.: FSA ELA scores	Scale scores 2017-18	3, 4, and 5	Elementary School A	This school offers the reading program I am studying through this project.
Ex.: SAT ELA scale scores	Scale scores 2018-19	11 <sup>th</sup>	All high schools	The SAT scores are a predictor variable in this study
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**NOTE:**

- SCS does not release free/reduced lunch status.
- SCS does not release disaggregated student data if the cell size is under 10.

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### Protocols and Instruments

If "Data will be collected using instruments (e.g., from observations, interviews, surveys)," fill out the information requested in this section and upload copies of all instruments, including documentation supporting the use of these instruments. See the Applicant Assurances on pages 8 through 10 to ensure the appropriate documentation for published and new surveys is submitted.

Which of these instruments are included in your research project? Select all that apply:

- Observation Form
- Test
- Survey
- Interview/focus group
- Instruction
- Other, specify (200-character limit) What is going to be produced as a result of this research? (e.g., journals, audio, video, etc.)

**Expected Participant Information** Indicate which participant groups will be included, their grade levels or departments, the expected duration of research activities for each participant group, and the number of expected participants. List the duration of each participant group time commitment in minutes/hours. For example, if a 30-minute survey to select students in grades 6-8 is being administered, indicate the duration of research activities as 30 minutes or half an hour. Note, census data collection is not permitted (i.e., do not list "all" for any participant group).

Participants	Describe the Participants (include grade, subject taught, school position and specific identifies other than names)	Expected Number of Participants	Time Commitment
Students/Grade Levels			
Teachers			
School-Based Administrators			
Parents and Guardians			
District-Based Administrators			
Other			

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**Recruitment** How will participants for the study be recruited? Provide a brief description regarding recruitment techniques (e.g., email, flyer, personally). For example, if emailing potential participants, include how access to non-SCS email addresses will be obtained since district email cannot be used for recruitment. Do not advertise the project on school property without prior written approval from the school principal or district administrator. (2,000-character limit)

**Instructional Time** Describe how any interruption to instructional time will be minimized. N/A is not an acceptable answer and if this field is left blank, the proposal will **NOT** be approved. (2,000-character limit)

**Reporting** SCS requires submission of a one-page executive summary within 45 calendar days of the expiration of the Research Notice of Approval. Other than the project's final report and mandatory one-page executive summary, describe the plan for publication and/or presentation of the findings? Include any names (e.g., journals, books) and applicable links. (2,000-character limit)

**NOTE:** Without prior approval, the district requires removal of the SCS district name, any names of schools, or names of personnel within SCS on any final reporting.

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**Compensation/Incentives** Does this study provide compensation or incentives to research participants and/or the school/department included in the research? Use this space to describe any compensation or incentives as well as the conditions for receiving such compensation/ incentives. (2,000-character limit)

**Significance/Benefits** How will the findings contribute to the field in a unique way? What are the benefits for SCS to participate in this study? Include a connection to the district goals and/or initiatives. (2,000-character limit)

### **SECTION 4 – SECURITY**

**Risks** What are the risks for SCS to participate in this study? **It is not plausible to claim that there are no risks involved in participation.** (2,000-character limit)

For example: "Although all study interactions are those that are normally part of regular classroom activity, teachers may feel minor discomfort when viewing video recordings of their classroom practice."

**Security of Data and Participant Privacy** Describe the measures that will be taken to ensure data security, including your website encryption type, collection methods, data storage precautions, or de-identification methods and data destruction method at the end of the study. Note all data must be destroyed after all analysis is completed and the final report is completed). (2,000-character limit)

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### SCS Staff/Student/Family Involvement

- Yes, my research project involves in-person interaction with SCS staff, students, or families and I understand the badging requirements. See the Security Clearance document for details.
- No, my research project does not involve in-person interaction with SCS staff, students, or families.

### SECTION 5 - TIMELINE

Enter approximate dates for each of the following events. If not applicable, type N/A.

Date	Event
	1. Data collection - Data from SCS participants  Avoid the beginning/end of school year and statewide testing. See the <a href="#">current year School Calendar and Assessment Calendar</a> .
	2. Data request - Data from SCS databases  Time needed will vary according to the complexity of the request. Upon approval, allow a minimum of 4 business weeks.
	3. Report Writing - Analysis and synthesis of findings
	4. Final Report - Submitted to institution
	5. Required Executive Summary or abstract due to SCS  This should be within 45 days of the expiration of the Research Notice of Approval.

**RESEARCH REQUEST**  
**APPLICANT ASSURANCES**

**Instructions:** Read the following assurances carefully and modify your research request to ensure you meet these requirements. Check each box to indicate you understand and will comply with each requirement of conducting research in Sarasota County Schools, sign, date, and submit the document as indicated.

Researcher/Requestor Name \_\_\_\_\_

By submitting a research request to Sarasota County Schools:

- I understand that all requests will be reviewed by the Sarasota County Schools (SCS) Research Review Team. The SCS Research Review Team will be the final decision-making body, either approving or denying the request.
- I acknowledge that I have included all required documents and I understand that missing or incomplete information will result in immediate denial.
- I understand that contact with schools/departments and/or potential participants is considered a research activity and cannot occur until a Research Notice of Approval is granted by the SCS Research Review Team.
- I understand that approval does not constitute an endorsement for this research project. Approval reflects only permission to request the voluntary cooperation of SCS staff. A principal or district administrator has the right to decline participation.

**Data Requests**

- I understand that information available through SCS is, by federal and state law, confidential and shall be used only for the authorized purpose. Under no circumstances shall records and reports be released by SCS to any party unless such release is in strict accordance with the provisions, and to the entities identified in, the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g; 34 CFR Part 99, chapter 119 and section 1002.22, Florida Statutes; and SCS School Board Policies.
- I understand that any data or information gathered for this research project will be used solely for the project outlined in my research request; any additional research projects using this data and/or information will need to be approved in advance by the SCS Research Review Team.
- I acknowledge separate obligations in accordance with the requirements of these provisions by establishing duties of confidentiality, privacy, and nondisclosure. The information released by SCS will be used by me for generating aggregate statistics that will be used to evaluate educational programs or needs in Sarasota, Florida. A request will only be approved if it is determined to add to the educational knowledge base, meets all local requirements, and does not violate any of the prohibited activities listed below. Requests that have a potential benefit to Sarasota County schools, students and/or staff will be considered more favorably.
- I understand that deliberate or accidental misuse of information may result in loss of access, disciplinary action, dismissal or prosecution under the scope of all applicable federal and state laws and regulations.
- I understand that some data elements are readily available, such as information about assessments, demographics, course enrollment, and accountability. Data requests involving only these data elements will take up to two business weeks. Requests involving other elements will take additional resources to complete:
  - 1) SCS will make every effort to provide the data at no cost to the applicant; however, SCS will charge \$100/hour for requests requiring more than one hour to fulfill.
  - 2) All data requests are considered complete at the time of submission. If additional data are needed after the initial request, reimbursement at the rate of \$100/hour will be charged, regardless of the time required.

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### SCS Staff/Student/Family Involvement

- I understand that consent forms and student consent is required for research involving SCS staff, students, or families. Consent forms must be provided for all research participants. If the research will involve students, a parent/guardian consent or permission form must be provided. All consent forms submitted for approval must include the required Sarasota County Schools components which can be found on the Consent – Organizational and Personal Research (029-19-RAE). An Institutional Review Board (IRB) letter does excuse you from this SCS requirement.
- I understand that gaining “assent” for participant permission from a child or adult is NOT permitted. "Assent" is a term used to express willingness to participate in research by persons who are too young to give informed consent but who are old enough to understand the proposed research in general, its expected risks, possible benefits, and the activities expected of them as subjects. If the research will involve students, student consent is required. An IRB letter does not excuse you from SCS requirements. Methods for obtaining and documenting student consent must be determined in conjunction with SCS prior to the start of any research activity in SCS.
- I understand that after gaining approval of a research application and before engaging in research activities, each researcher or research team member (applicant, research assistants, collaborators, etc.) who interacts in-person with SCS staff, students or families, during events or otherwise, must be prepared to show the following items at any time. I understand that I will be responsible for the costs involved in the badging process.
- A copy of the Research Notice of Approval
  - Security Clearance document

### Reporting

- I understand that I must obtain permission to use the SCS district name, any school name, or names of any personnel in research findings prior to dissertation or prospectus, defense, publication, presentation, and/or any correspondence regarding this research project. Without this written permission, the SCS district or any school name should not be included in any written or oral communication or publication regarding this research.
- I understand that SCS may request one complete copy of each report or product developed as a part or outcome of the research project. No charge will be made of SCS for any of these reports, copies, or products; and all will be provided within 45 calendar days of the development of the report or product, or within 45 calendar days of the end of the study, whichever comes first.
- I understand that SCS requires an Executive Summary or abstract to be submitted within 45 calendar days of the Research Notice of Approval expiration, and that SCS may post the required Executive Summary or abstract on their research website.

### Resubmitting or Changing a Request

- I understand that I will have 12 months from the date of approval to complete this research project; if additional time is needed, I will need to submit a Research Review Committee Change Request (028-19-RAE) to SCS for an extension.
- I understand that I must complete and submit a Research Review Committee Change Request (028-19-RAE) should any part of this application change.
- I understand that I am obligated to report unanticipated problems or adverse events related to subject participation that occur in the context of an ongoing or closed SCS-approved research project. If there are any unanticipated problems or adverse events, I will notify SCS via email to [research@sarasotacountyschools.net](mailto:research@sarasotacountyschools.net)

### Survey/Interview Protocol Use

- I understand that each request can only submit up to three interview protocols and/or surveys. The same survey or interview protocols in multiple languages will be considered a single survey.
- I understand that the SCS Research Review Team will review each survey submitted and/or interview protocol. The inclusion of any inappropriate content will result in denial.

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- I understand that the use of published surveys with published statistical documentation are highly recommended. This documentation must be included on the research request form. The researcher must document that they obtained permission from the survey publisher. The associated institution must sign off that such permission was obtained.
- I understand that any modification of published surveys must be noted. The researcher must document that they obtained permission from the survey publisher. The associated institution must sign off that such permission was obtained.
- If the survey is newly created by the researcher, documentation of how it was piloted and reviewed must be included. The associated institution must sign off that the survey was piloted.
- If a survey is in any language other than English, a translation of the survey must be provided. The researcher must document this on the research request form. The associated institution must sign off that the translation was accurate and error free.

### Prohibited Activities

- I understand that I cannot begin a research project without first receiving district permission via the district research request process.
- I understand that I cannot recruit or contact students or staff via county email or district mailboxes.
- I understand I cannot access ANY staff or student data without direct district approval obtained through this research process. I understand that even if a district employee has access to student or staff data as a result as their normal employment duties, this is still prohibited for personal research, and employees are only permitted to access data as a job function only, it should never be used for personal benefit.
- I understand that I cannot contact students, communicate with students, survey students or access ANY of their school or personal data without first obtaining parental or guardian written permission via a district approved informed consent form.
- I understand that I cannot contact staff, communicate with staff, survey staff, or access ANY of their school related or personal data without first obtaining written permission from each staff member via a district approved informed consent form.
- I understand that I cannot make any request that interrupts instructional time.
- I understand that I cannot request ANY data analysis from the district office.
- I understand that any public district, state or federal data which is publicly accessible to all will not be accessed or reformatted by the district. For example, if the data is available on public district dashboard, the researcher must access it. It is advised that public, vetted data sources be used for all research.

\_\_\_\_\_  
Researcher/Requestor Signature\*

\_\_\_\_\_  
Date

\* I acknowledge by typing my name above, my electronic signature shall be deemed to have been "signed" and will constitute an "original" when printed from electronic records. Forms submitted without a signature will be returned without review.