

Application to Conduct Research Within Chandler Unified School District

The mission of the Chandler Unified School District is to provide students with the knowledge, skills, and attitudes necessary to be lifelong learners and responsible citizens. To that end, major research interests for the district are studies that explore various:

- methods to increase student achievement
- approaches to help prevent at-risk students from dropping out of school
- approaches to assist with school improvement

Thank you for your interest in conducting research in our district. Please complete this application in full, which will be submitted to the Chandler Unified School District Office of Accountability, Assessment and Research. Submissions missing necessary responses to the application will be denied.

Personal Information

1. What is your full name?
2. What is your e-mail address?
3. What is your phone number?
4. For the purposes of your research, with what institution are you affiliated?

Research Overview

5. Title of proposal
6. What is the purpose of your research?
7. Please briefly summarize your research study.
8. What is your rationale for this study?
9. What is the statement of your research problem?
10. What are the major research questions you want answered?
11. What are the major hypotheses of your research?

12. Who is the principal investigator?
13. List others who will be in contact with the participants and/or data being collected and reviewed. Please include name, affiliation, and contact information.
14. Who is conducting research at the school sites?
15. What are their qualifications to do that research?
16. Who is sponsoring the research (e.g., funding source)?
17. When would you like the research to start?
18. When do you expect the research to end?
19. Which of our research priorities does your proposal target (to help schools improve, to increase student achievement, other)
NOTE: Projects in the 'other' category will be considered only if they pertain to the general interest/mission of the Chandler Unified School District.
20. How will the Chandler Unified School District benefit from your research?
21. Please download, print, sign and email to research@cusd80.com the following documents located on the [Research Request webpage](#) – Declaration of Research Request Submission, Declaration of General Understandings, Stipulations and Conditions for Application, Affidavit of Review and Understanding of the Code of Federal Regulations, Title 45, Public Welfare, Department of Health And Human Services, National Institutes of Health, Office for Protection From Research Risks, Part 46, Protection Of Human Subjects, and Chandler Unified School District Affidavit of Data Confidentiality. Additionally, please include in the email your IRB acceptance letter and CITI training.

Research Methodology

Sample

22. Required number of participants

A) Schools

Number:

B) Students

Number:
Grade(s):

C) Teachers

Number:
Grade(s):

D) Administrators

Number:

E) Support Staff

Number:

F) Parents

Number:

23. How many participants will be selected overall for the research project?

24. How much time will be required for individuals participating in the study? Provide a breakdown of required time (in days/weeks/months and by minutes/hours) by each category of participant.

	Weeks/Months	Minutes/Hours			

25. How will participants be selected?

26. What will participants be asked to do? Be as specific as possible as to the conditions under which the data will be collected. Will this activity disrupt or occupy classroom instructional time for either students or teachers?

27. Identify separately the potential benefits and risks for participants that might result from participating in this research project.

Research Design Information

28. Is this research project, quantitative, qualitative, or mixed method?

29. What are your independent variables?

30. What are your dependent variables?

Data Collection and Analysis

31. Please upload any available surveys, questionnaires, interview protocols, data collection instruments, etc.

32. Describe data analysis procedures/methods to be employed. Identify the inferential statistics/methods that will be used to test the hypotheses.

Reporting, Publication, and Dissemination of Results

33. How will you brief participants about the purpose and results of your research?

34. How do you plan to disseminate the results to the district, scientific community, and general public?

Declaration of Research Request Submission

The below signature denotes that I have submitted the Research Request Form on the CUSD webpage, and that all information submitted is accurate and up to date. I am also including the IRB approval letter as well as my CITI training certificate.

***If you do not have your IRB approval or your CITI training certificate, please explain in the place below why not and when you anticipate having them. Once you have them, they must be emailed to research@cusd80.com.

Signature

Date

Declaration of General Understandings, Stipulations and Conditions for Application

All applicants must read the following information. By signing this Declaration, the applicant agrees to all conditions and stipulations described.

All research requests must be determined to:

1. Not disrupt or significantly interfere with the instructional duties of teachers, students, or administrators
2. Not interfere, delay, harm, or otherwise negatively impact student learning
3. Address substantive, relevant, and valued educational topics and qualify, as determined by the District, as making a worthwhile contribution to the body of educational knowledge and understanding
4. Not require expenditure of District monies or occupy significant expenditure of staff time during work hours
5. Adhere to all stipulations specified by the District as conditions of approval
6. Follow rules of informed consent: No data or information may be obtained from CUSD students without a signed written agreement (Parental Consent Form) from the student's parent/guardian regardless of the age of the student
7. Make adequate provisions for monitoring collected data and ensure the privacy of subjects
8. In the case of university-aligned research involving students, provide signed written approval from that institution's Internal Review Board (IRB) regarding Human Subjects Research
9. Provide a written copy of the of the final report to the District at no charge to the District
10. Provide a statement assuring that all personally identifiable information collected during the research activity will be either (1) turned over the district or (2) destroyed after the study is completed
11. Agree that permission to conduct the research study may be withdrawn at any time without prior notification or explanation at the discretion of the CUSD Governing Board, the Superintendent, or a designee appointed by the Superintendent
12. Agree that any individual participating in the study may elect to withdraw from the study at any time any for any reason without penalty

Code of Human Subjects Research: In addition, research activities involving students must follow guidelines set forth under the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, National Institutes of Health, Office for Protection From Research Risks, Part 46, Protection Of Human Subjects. Details may be reviewed at the following location: <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html>

In all cases, the researcher is responsible for knowing and following these guidelines during the course of the research activity. All researchers requesting to conduct research involving students are required to acknowledge in writing that they are aware and have reviewed these guidelines. An affidavit to this effect must accompany all external research applications which involve students. [See attached *Affidavit of Review and Understanding of the Code of Federal*

Regulations, Title 45, Public Welfare, Department of Health And Human Services, National Institutes of Health, Office for Protection From Research Risks, Part 46, Protection Of Human Subjects.]

Parental Consent Form: All research studies involving students must include written permission from the student's parent/guardian. Communication with the parent/guardian must disclose the exact nature of the research activity, the questions/information being collected, the intended use and publication of the information, and a statement explaining how confidentiality of responses will be ensured. A copy of any survey covering any topics listed in A.R.S. § 15-117 will be required to be sent to parents with the Parental Consent Form. Copies of a signed Parental Consent Form must be forwarded to the Executive Director of Accountability, Assessment and Research **prior** to any student-level data collection activity.

District-Appointed Oversight: All external research activities will be overseen the Executive Director of Accountability, Assessment and Research. Communications concerning each step in the research study must be made to this office: data collection dates, communications with site administrators, completion of significant mile posts in the study's timeline, etc... The Executive Director of Accountability, Assessment and Research will maintain all documentation regarding the proposed study including all contacts, Informed Consent Agreements, and monitor progress during the study's implementation.

Additional Conditions: With respect to any externally-initiated research study, the District may impose additional conditions prior to, or at any time during the course of the study when, in the judgment of the District, additional conditions are necessary.

Local Site Approval: For research projects requiring participation of school staff and/or students, the request must also be approved by the local school principal.

Conditions for Review and Approval: All applications will be reviewed by the Executive Director of Accountability, Assessment and Research and two additional administrators, one of which may be the local school principal, if applicable. Considerations for review will include, but are not limited to, relevance of the proposed study to educational research and practice, disruption and/or impact on staff, students, schools, relevance of the topic to specific programs and practices in the District, the number of current external research studies on-going in the district, timeline within the school year, and other factors as determined to be of consideration. The Executive Director of Accountability, Assessment and Research and the two reviewing administrators will make a final decision in their sole discretion. No request will be considered without complete documentation.

By signing below, I acknowledge that I have reviewed and agree to comply with the all conditions and stipulations described in the above Declaration of *General Understandings, Stipulations and Conditions for Application*.

Signature of Applicant: _____

Date of Signature: _____

Affidavit of Review and Understanding of the Code of Federal Regulations, Title 45, Public Welfare, Department of Health And Human Services, National Institutes of Health, Office for Protection From Research Risks, Part 46, Protection Of Human Subjects

I, _____, declare that I have read and understand the
[Insert Name]

restrictions and limitations concerning use of human subjects, including research with children, as outlined under the *Code of Federal Regulations, Title 45, Public Welfare, Department of Health And Human Services, National Institutes of Health, Office for Protection From Research Risks, Part 46, Protection Of Human Subjects*. I reviewed the information available at the following URL:

<https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html>

I understand these conditions as they apply to the proposed research project being submitted to the Chandler Unified School District and affirm that the proposed research project complies with the same.

Research Applicant Signature: _____

Date of Signature: _____

Chandler Unified School District Affidavit of Data Confidentiality

I understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act of 1973 (FERPA) and in the implementing federal regulations found in 34 CFR Part 99. I also understand that federal and state law regulate student surveys. As condition for conducting research within the Chandler Unified School District, I understand and acknowledge the following:

1. That participation in a research study by students, parents, and school staff is strictly voluntary.
2. That a copy of any student survey shall be provided to the District before being administered to students, and that if the District determines that the survey solicits any information listed in A.R.S. § 15-117, a copy of the survey must be provided to parents with the written consent request form at least seven days prior to its administration.
3. That any data, datasets or outputs that I, or any authorized representative, may generate from data collection efforts throughout the duration of the research study are confidential and the data are to be protected.
4. That I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential data.
5. That CUSD students, staff, schools, or the district may not be identified in the research report without prior authorization.
6. That data/information containing names or other identifiers (such as student numbers) will be disposed of when their use is complete.

I understand that by agreeing to these conditions this in no way obligates the Chandler Unified School District to approve or participate in the proposed research study. If confidentiality is breached, immediate revocation of authorization to research at CUSD will occur, and future opportunities to research at CUSD will cease.

Research Applicant Signature: _____

Date of Signature: _____

Application Procedures to Conduct Research Within the Chandler Unified School District

Frequently Asked Questions

What are the Requirements to Conduct Research in Chandler Unified School District?

In order to conduct research in the Chandler Unified School District, the following requirements must be met:

- Submit the CUSD Application to Conduct External Research online
- Upon approval, provide written notification to all study participants indicating the purpose, procedures, outcomes of the study, and a declaration of voluntary participation
- Provide copies of signed parents/guardian consent forms to the Office of Research and Planning for every subject under the age of 18 participating in the study
- Other notifications of compliance as required by the District

What is The Research Application Process?

- Complete and Sign the *Application to Conduct Research Within the Chandler Unified School District*
- Read, sign and submit with your application the following declarations:
 - *Declaration of Research Request Submission*
 - *Declaration of General Understandings, Stipulations and Conditions for Application form*
 - *Affidavit of Review and Understanding of the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, National Institutes of Health, Office for Protection From Research Risks, Part 46, Protection Of Human Subjects*
 - *CUSD Data Confidentiality Form*
- The Executive Director of Accountability, Assessment and Research will review the application for completeness. If omissions are found, notification will be made to the applicant. Once the application is determined to be complete, it will be forwarded to the reviewers for a final decision

What is the Timeline for Submitting a Research Request?

- Research requests may be submitted throughout the year

How long will the review process take?

- Approximately three to four weeks from the time that the application is determined to be complete

What are the Requirements While the Study is Being Conducted?

- If students are participating in the study, no data collection activity of any kind may take place until a complete inventory of all parent/guardian consent forms are submitted to the Executive Director of Accountability, Assessment and Research. No enrolled student may participate in the study until a signed parent/guardian consent form is on file as described above.
- Confidentiality of participants must be maintained throughout the study and with publication of the results.
- All data associated with individuals (staff, students or parents) participating in the study MUST be destroyed at the conclusion of the study. Personally identifiable information may not be retained by the researcher after completion of the study.
- Individuals conducting research must abide by the standards of professional conduct at all times.
- The researcher must abide by any conditions imposed by CUSD.

What are the Requirements for Conducting Student Interviews?

- Data collection activities which require direct interviews/discussions with students MUST be done in the presence of at least one of the student's Principal, Assistant Principal, or a representative explicitly authorized by the Principal and as their representative.
- Lines of questioning or discussions concerning student home life, parent/guardian attitudes or behaviors are not permitted.
- All interview questions or discussion topics must be submitted as part of the application process. No significant deviation from the previously identified topics/questions is permitted without prior authorization from the CUSD Executive Director of Accountability, Assessment and Research

What happens after the study is completed?

- Copies for final reports and associated publications must be sent to the Executive Director of Accountability, Assessment and Research
- All data associated with individuals (staff, students or parents) participating in the study must be destroyed and confirmation of the destruction must be promptly transmitted to the District.