

St. Lucie Public Schools
RESEARCH REVIEW APPLICATION

Applications to conduct research in the St. Lucie Public Schools (SLPS) must be reviewed and approved by the Research Review Committee. Expectations are that a response will be given within three weeks after the receipt of the application. The following forms/documents that must be submitted to the committee two months in advance of the anticipated starting date of the research, describe the general procedures of the review process, and provide other useful information.

1. The application consists of the following forms/documents:
 - a. Application Identification Form
 - b. Research Review Application Form
 - c. **Prospectus** (see below)

2. The **Prospectus** must include the following information/documents:
 - a. A statement of the problem
 - b. A literature review and accompanying bibliography, that support the statement of the problem and develop the question/hypotheses to be examined
 - c. Explicit questions/hypotheses to be addressed, including the variables that will be investigated
 - d. A description of the design and methodology of the analysis to be employed
 - e. If applicable, provide copies of any instrument (e.g., survey, test) that will be used, if they are not reviewed in the Mental Measurement Yearbook. The instrument should be in its final form.
 - f. If the research will require the use of human subjects, the prospectus must be accompanied by a copy of the signed approval form from the institution's Human Subject Committee (IRB).
 - g. Informed Consent Form if applicable.
 - h. Completed St. Lucie Public Schools Confidentiality and Data Security Agreement.
 - i. A copy of the completed or in-progress Institutional Review Board form from the sponsoring institution.
 - j. A statement describing how the research findings will be of benefit to the St. Lucie Public Schools.
 - k. A statement affirming that, if approved, researchers will share findings from the study with the district in a written, hard copy and electronic format within 30 days of completion.

3. Submit completed application package to:

St. Lucie Public Schools
Assessment & Accountability Office
9461 Brandywine Lane
Port St. Lucie, FL 34986
OR
Email to: adrian.ocampo@stlucieschools.org

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APPLICATION IDENTIFICATION FORM

Instruction: Submit one dated paper or electronic copy

Title of research project: _____

Name of applicant: _____

Mailing address: _____

Telephone number: _____

E-mail: _____

Name, title and signature of advisor certifying that the Prospectus is acceptable

Print Name/Title/Date

Applicant Signature

Name of university/agency with which applicant is affiliated:

St. Lucie Public Schools

.....
(SLPS use only):

Request number _____ Date Received _____ Date Returned _____

Approved ____ Conditionally Approved ____ Rejected ____ Reviewer Initials ____
.....

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Instructions: Submit one dated paper copy or one electronic copy of all forms and the Prospectus

Title of research project:

Reason the project is being conducted: *(please select primary purpose)*

dissertation _____

grant funded _____

publication _____

research interest area _____

program evaluation _____

other _____ (specify) _____

Anticipated starting date:

Anticipated ending date:

Research Questions/Hypotheses. Please list your research questions/hypotheses. If there are more than five, list the five most critical to the research project.

List the sources of data that are not dependent on school/district records. Note that copies of all instruments not reviewed in the Mental Measurement Yearbook must accompany the Prospectus.

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List the sources of data that are dependent on school/district records. Be specific [e.g., academic grades (FSA, SAT), attendance, etc.] – Indicate the full extent of data you want to access.

Indicate the number of participants and/or subjects required by the research. Use the total line below if the grade designation is not applicable:

K	1	2	3	4	5	6	7	8	9	10	11	12	Other

Total:

Students	Teachers	Students	Parents	Others	Total

Office/School/school level(s) targeted for the research: (indicate number, if applicable)

- elementary school _____
- middle school _____
- alternative education _____
- high school _____
- combination school _____
- Department/Office _____ (specify) _____
- Other _____ (specify) _____

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Estimate the total amount of time the research project will require and the count for each type of participant. List the time units in total and/or decimal parts of an hour (e.g., 1.5 hours). Activities include testing, training, teaching, observation, survey, etc.

	Count	Time
Students	_____	_____
Teachers	_____	_____
Principals	_____	_____
Parents	_____	_____
Others	_____	_____ (name) _____

Expected value of the research to education:

Expected value of the research to St. Lucie Public Schools:

Anticipated risks to St. Lucie Public Schools:

Beginning with the Prospectus, list in order the titles of all the documents submitted (e.g., instruments, parental consent form, parent letter)

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Applicant Assurances

Submitting the St. Lucie Public School (SLPS) Research Request Form indicates that you agree to the following statements and will adhere to SLPS policies:

1. I understand that contact with schools/departments and/or potential participants is considered a research activity and cannot occur until approval is granted by SLPS.
2. The information available through SLPS is, by federal and state law, confidential and shall be used only for the authorized purposes. Under no circumstances shall records and reports be released by SLPS 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 SLPS School Board Policies.
3. Any data or information gathered for this research project will be used solely for the project outlined above; I understand that additional research projects using this data and/or information will need to be approved in advance by the SLPS Research Review Committee.
4. The party receiving data acknowledges its separate obligations in accordance with the requirements of these provisions by establishing duties of confidentiality, privacy, and nondisclosure.
5. The information released by SLPS will be used by the party receiving the data for the purpose of generating aggregate statistics that will be used to evaluate educational programs or needs in Florida.
6. 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.
7. Data Requests. Certain groups of data elements are readily available, such as information about Assessments, Demographics, Course Enrollment, and Accountability. Data requests involving only these data elements will take approximately two business weeks. Requests involving other elements will take additional resources to complete.
 - a. We will make every effort to provide the data at no cost to the applicant; however, we will charge \$35/hour for requests requiring more than six (6) hours to fulfill. This hourly rate is calculated based on the hourly rate of the most junior level position that can perform the work and does not include benefits.
 - b. 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 \$35/hour will be charged, regardless of the time required.
8. After approval of your research application, each researcher or research team member who interacts in-person with SLPS staff, students or families on SLPS sites, during events or otherwise must be prepared to show the following items at any time, and must provide the school principal or department the following items prior to commencing research activities:
 - a. A copy of a state of federal issued photo identification (Driver License, Passport, etc.)
9. SLPS Staff/Student/Family Involvement. I understand that consent forms and student assent is required for research involving SLPS staff, students, or families.
 - a. Consent Form: 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. An IRB letter cannot excuse you from SLPS requirements.
 - b. Student Assent: Assent means a student's affirmative agreement to participate in research. Mere failure to object should not, absent affirmative agreement, be construed as assent. If the research will involve students, student assent is required. An IRB letter cannot excuse you from SLPS requirements. Methods for obtaining and documenting student assent must be determined in conjunction with SLPS prior to the start of any research activity in SLPS.
10. I understand that approval does not constitute an endorsement for the research project. Approval reflects only permission to request the voluntary cooperation of SLPS staff, students or families.
11. I understand that every researcher or research team member requesting in-person access to SLPS staff, students or their families on SLPS campuses or at SLPS-hosted events must have an SLPS visitors badge, which requires processing through a Raptor system at that school location. This requirement applies to all researchers and members of the research team (the applicant, research assistants, collaborators, etc.) who interact in-person with SLPS staff, students or families on SLPS sites, during events or otherwise.

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12. I understand I must obtain permission to use the SLPS district, 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. Otherwise, the SLPS district or any school name should not be included in any written or oral communication or publication regarding this research.
13. SLPS 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 SLPS 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.
14. I understand that SLPS requires an Executive Summary or abstract to be submitted within 45 calendar days of the Research Notice of Approval (R-NOA) expiration, and that SLPS may post the required Executive Summary or Abstract on their website.
15. 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 contact SLPS for an extension.
16. I understand that I must complete and submit a revised Research Request should any part of this application change.
17. I understand that I am obligated to report unanticipated problems or adverse events related to subject participation that may occur in the context of an ongoing or closed SLPS-approved research project. If there are any unanticipated problems or adverse events, I will notify the Research Review Committee immediately via the email used to approve the request or by phone at 772-429-3641.

I affirm that I have read and make the above assurances to St. Lucie Public Schools.

Applicant Signature

Date

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Checklist:

Instructions: Initial each item after confirming they are completed and included.

The **application** consists of the following forms/documents: (Initial)

Research Review Application Form	_____
Confidentiality and Data Security Agreement	_____
Prospectus	_____

The **Prospectus** *must* include the following information/documents:

A statement of the problem	_____
A literature review and accompanying bibliography, that support the statement of the problem and develop the question/hypotheses to be examined	_____
Explicit questions/hypotheses to be addressed, including the variables that will be investigated	_____
A description of the design and methodology of the analysis to be employed	_____
If applicable, provide copies of the final form of any instrument (e.g., survey, test) that will be used, if they are not reviewed in the <u>Mental Measurement Yearbook</u> .	_____
If the research requires the use of human subjects, the prospectus must include a copy of the signed approval form from the institution's Human Subject Committee (IRB).	_____
Informed Consent Form if applicable.	_____
Signed St. Lucie Public Schools Confidentiality and Data Security Agreement	_____
A statement describing how the research findings will be of benefit to the St. Lucie Public Schools.	_____
A statement affirming that, if approved, researchers will share the study's findings with the district in a written, hard copy and electronic format within 30 days of completion	_____
A signed copy of the Assurances	_____

I affirm that the prospectus is complete _____

Signature Date