

HALL COUNTY PUBLIC SCHOOLS
RESEARCH PROPOSAL GUIDELINES and FORMAT
2018-2019

This document explains the **guidelines for obtaining permission** to conduct research in the Hall County School System and includes an **application** that must be completed and submitted to the Assistant Superintendent of Teaching and Learning for review and approval.

All requests for conducting research within Hall County School System follow specific guidelines which were established for the following reasons:

- To protect the rights and privacy of students, parents/guardians, and staff
- To protect instructional time
- To promote continuous program improvement
- To add to the body of knowledge in the field of education

GUIDELINES FOR OBTAINING PERMISSION

Research in Hall County School System is defined as any data collection from or about Hall County schools, students, parents, or staff. Research includes, but is not limited to, data collection for the purposes of fulfilling the requirements of a thesis or dissertation, publication in a journal or book and/or completion of an education class project.

Purpose: The purpose of this document is to establish a standard procedure for individuals or agencies to follow when requesting to conduct research in Hall County School System. Having a standard procedure for researchers to follow helps to protect staff and student time, enables system research committee members to review applications in light of existing laws and statutes about privacy and research, and promotes quality research to improve educational practice in Hall County.

Requirement: Hall County School System requires that researchers

- receive permission to conduct research from the Assistant Superintendent of Teaching and Learning;
- give written assurance that individuals, schools, or the district are not identifiable in the final research study or report;
- give assurance that the project has no undue effect and does not interfere with the operation of schools in the school system

Steps to follow when requesting permission to conduct research:

1. Complete the Hall County Research Application (**See Attachment A**) and have it signed by the sponsoring agency, usually the class professor. The application must be typed.
2. Read and sign the applicant agreement form. (**See Attachment B**)
3. Attach copies of any questionnaires, interview protocols, tests, or data collection instruments that will be used in the study.

4. Include a full explanation of the research question(s) and the research design.
5. Prepare participant consent forms. If data will be collected from or on individual schools, students, parents, or staff, permission to participate will be required and a copy of the participant agreement must be included with the research application. The letter should permit the parent, student, or staff member to give full or knowing consent. Consent cannot be passive. The final permission letter must:
 - Be in writing.
 - Be signed by the parent or guardian giving consent, as well as the student, if applicable.
 - Be dated on the date consent is given.
 - Specify the reason for data collection or release.
 - Specify the data to be collected or the student data records to be released
 - Identify the persons and institution to which the information will be released
 - Describe any feedback to be provided to the parent, student, or staff member
 - Indicate that participation in the project is voluntary; will not affect student grades or staff employment/evaluation; and that consent may be withdrawn at any time without penalty
 - Provide the name and contact information of the researcher or agency conducting the project should the participant have additional questions.
6. Submit the completed application with supporting documents (sample participant consent forms, instruments or protocols) to:

Kevin Bales Assistant Superintendent, Teaching and Learning Hall County Public Schools 711 Green Street Gainesville, GA 30501
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Attachment A

RESEARCH APPLICATION

Requests to conduct research within Hall County School System must conform to the following format. The numerals and headings should be used in preparing the proposal. Please do not submit your proposal in binders, and avoid sending an overabundance of materials. **An original, signed copy of the proposal along with three (3) copies must be submitted (by mail - not email)) by the due date for the month in which the proposal will be considered.** **The proposal will not be accepted unless the packet is complete.** The review cycle for proposals is September 2018 through May 2019. Monthly deadline dates for submission are in the table below. **If these instructions are not followed, the proposal will not be accepted.**

For the Month of	Deadline Date		For the Month of	Deadline Date
September 2018	August 3, 2018		February 2019	January 4, 2019
October 2018	September 7, 2018		March 2019	February 1, 2019
November 2018	October 5, 2018		April 2019	March 1, 2019
December 2018	November 2, 2018		May 2019	April 5, 2019

The review process normally takes two to three weeks. You will receive a written response during the first week of the following month. Please note that schools and teachers may elect not to participate in your research study, even if your proposal is approved at the district level.

I. RESEARCH PROJECT IDENTIFICATION

- A. Title of Proposed Research Project
- B. Name, Address, Phone Number(s) and e-mail address of Primary Researcher
- C. Collaborators (if applicable)
 - 1. Major Professor's name and e-mail address
 - 2. Co-researcher(s)
 - 3. Sponsor(s)
- D. Date of Submission
- E. Purpose of the Study:
 - Action Research_____
 - Dissertation_____
 - Thesis_____
 - Other, explain_____
- F. Context for Research (i.e., course or degree requirement, grant, specific other)

II. RESEARCH GOALS

- A. Summary Statement of Problem
- B. Research questions/hypotheses or specific objectives
- C. Research Design

III. DETAILED DESCRIPTION OF PROCEDURES

- A. Subjects needed in Hall County School System and sampling procedure, including any tentative agreements of school participation
- B. Approximate dates to begin and end data collection in Hall County School System
- C. Amount of time required of students
- D. Amount of time required of staff or other participants
- E. Instructions, instruments, or apparatus to be used (describe and attach copies)
- F. Technology to be used (infrastructure, networking, hardware, software, etc)
- G. Specific activities and person(s) responsible for carrying out each activity

H. Student Information Needed

- 1. Access to student records
 - reason(s) for access
 - list specific information in records that is needed

Note: No standardized test data for any individual or group of students may be used. Any test data used in research proposals must be averaged data retrieved from the GADOE website.

- 2. Other information (teacher or parent interview about student, etc.)

IV. RESULT OF RESEARCH

- A. Rationale for the Study (How will the study contribute to this field of research?)
- B. Benefits to the subjects
- C. Benefits to the school(s)/ school system
- D. Use of information gained from the research
- E. Statement of agreement to forward a copy of the final report to the research committee and willingness to provide service to staff if requested to do so

- V. PARENTAL PERMISSION** – Attach a copy of a proposed letter to parents. The intent of this letter should be to secure informed consent from the parents for their child's participation in the research. If the study design includes a treatment group

and a control group, be sure that the consent letter is appropriate for either group assignment, or write one version of the consent letter for potential treatment group students and one version for potential control group students.

VI. VITA - Primary researcher should attach a copy of résumé or vita.

VII. RESEARCH APPROVAL – Statement of agreement to send sufficient copies of Research Project Proposal to the affected school principals and participants (not students).

VIII. Signatures of Sponsoring Agency (Usually the class professor) and the proposed researcher(s)

IX. System Contact:

Questions about research review procedures or the acceptability of research should be referred to:

Mrs. Karen Schuetze
Hall County Public Schools
711 Green Street
Gainesville, GA 30501
karen.schuetze@hallco.org
Phone (770) 534-1080, ext 291
Fax (770) 531-3043

Attachment B

**Hall County School system
Access to Confidential Data
Application Agreement Form**

Research Applicant _____

Research Title _____

Home Address _____

City/State/Zip _____

Employer _____

Telephone: Work _____ **Home** _____

Fax _____ **E-Mail** _____

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 understand that participation in a research study by students, parents, and school staff is strictly voluntary.

In addition, I understand 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. I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential data. I also understand that students, schools, or the district may not be identified in the research report. Data with names or other identifiers (such as student numbers) will be disposed of when their use is complete.

I understand that acceptance of this request for approval of a research project in no way obligates the Hall County School System to participate in the research. I also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by the school system or by the Board of Education.

If the research project is approved, I agree to abide by standards of professional conduct while working in the schools. I understand that failure to do so could result in termination of the research study.

I agree to send a copy of the study results to the Assistant Superintendent of Teaching and learning after completion of the study for any future use to the Hall County School System. I understand that the study is not complete until this report has been provided to Hall County School System.

Research Applicant Signature

Date

Faculty or Staff Sponsor Signature

Date