

External Research Request

Request to Conduct Research in FWISD

FWISD recognizes the value of high-quality research for improving the teaching and learning process. However, the District has legal and moral obligations that require oversight of research activities conducted with district resources (such as data, facilities, employee time, and access to students).

These obligations include:

- Protecting students and employees from risk of harm, violation of rights, and loss of privacy
- Protecting the educational process from unwarranted distractions and interruptions
- Protecting public resources, including data, from misappropriation for private or unjustified use

Research should be designed to answer well-formed research questions of educational importance, and it should use methods that are appropriate to the research questions. Elements of the research design, including the theoretical framework, hypotheses, sample selection, instruments, and analysis plan should support the goals of the research. It is the responsibility of the researcher to communicate these things clearly in the proposal. Even research that poses no risk may be rejected by the review committee if they judge it to be poorly designed, described, or justified, or if it places undue burden on students, teachers, or schools. Research conducted in FWISD or with its resources must be justified in terms of the anticipated benefit to the District and not merely to the advancement of knowledge.

CERR approval does not impose any obligation on any person, school, or office to cooperate with researchers. No research may be conducted at a school site without the informed approval of the principal.

Depending on the research design, substantial time and effort may be required for district staff to provide requested data with the appropriate selection and matching of records

and concealment of personal identities. **Cost of data extracts are \$85.00 per hour.** Approval of proposal will include a time estimate and dollar amount.

Before continuing, you may download a .pdf of the entire **Request to Conduct Research Application** and review the questions.

If you exit the application prior to completing and submitting it, your responses will be saved for one month, during which time you may return on this same device and complete the application. After one month, your incomplete application will no longer be available.

Only completed applications will be reviewed.

Do you wish to proceed with your application to conduct research in Fort Worth ISD?

- Yes
 No

Title of Project

The following sections are **required in every proposal** and should be answered fully, but concisely and thoughtfully.

Title of Project

Contact Information

Researcher Information

Name

Title

E-mail Address

University Affiliation or Organization

Street Address

City

State

Zip Code

Are you a graduate student?

Yes

No

Please fill in the information for your Thesis Advisor or Principal Investigator.

Name of Thesis Advisor

E-mail for Thesis Advisor

Phone Number of These Advisor

Project Dates

Project Start Date (mm/dd/yyyy)

Anticipated Project End Date (mm/dd/yyyy)

Anticipated Completion Date (report completed and copy delivered to FWISD)
(mm/dd/yyyy)

Statement of Purpose

State clearly what you intend to accomplish with this research, your **Statement of Purpose (minimum 250 characters - about 50 words)**.

Research Questions, Hypotheses, Literature and Anticipated Contribution

State briefly the research question(s) you plan to address, along with any hypotheses.

Provide a brief summary of your literature review, or the theoretical basis for your study, from prior published research (include references in APA format).

What is the expected contribution of your work?

Target Population, Methods, Analysis

Areas targeted by the research:

- | | |
|--|---|
| <input type="checkbox"/> District Administration | <input type="checkbox"/> High School |
| <input type="checkbox"/> Specific Department | <input type="checkbox"/> Alternative School |
| <input type="checkbox"/> Elementary School | <input type="checkbox"/> Other |
| <input type="checkbox"/> Middle School | <input type="text"/> |

Describe the methods (quantitative, qualitative, mixed-methods, etc.) that you will use and why they are appropriate for your research questions and your targeted sample. Include a timeline if appropriate.

Describe your anticipated analysis plan, including specific information regarding your treatment of the data, statistical or otherwise.

Existing Data Request

Will your research use existing FWISD data?

- Yes
 No

As mentioned in the introduction, substantial time and effort may be required by district staff to provide requested data with the appropriate selection and matching of records and concealment of personal identities. Cost of data extracts are **\$85.00 per hour**. Approval of proposal will include a time estimate and dollar amount.

Please provide a detailed list explaining the type and time range of data you are requesting from the district.

Participant Data

Will your research require collecting data from FWISD participants?

- Yes
 No

Sample

Indicate the number of FWISD participants by associated grade level. Use the Non-Campus Personnel column if targeted adults are not associated with an elementary, middle, or high school campus.

For example, if you are targeting 50 4th grade elementary math students and 4 teachers enter 50 in the student row under grades 03-05 and 4 on the teacher row under the same grade level.

	PK-02	Grades 03-05	Grades 06-08	Grades 09-12	Campus Personnel	Non-Campus Personnel	#Conjoint, Total#
Parents	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Principals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Teachers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Others	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

The promotion and recruitment for participation in any study approved by FWISD is the sole responsibility of the researcher and is at the discretion of district and/or school leadership.

I understand

Please describe your recruitment procedures.

Permission/Consent Forms

Please upload a copy of any/all consent forms. Consent forms are required for any participants. If students are asked to participate, a parental consent form as well as a student assent form are required.

Instrument Selection

Will you use any of the following to collect data from participants in FWISD? Select all that apply.

- Interviews/Focus Groups
- Observations
- Surveys
- Other
- I will not use any of these.

Estimate the amount of time the research project will require of each type of participant. List the time units in total and/or decimal parts of an hour. (e.g. 1.5 hours, **not** 1 1/2 hours or 90 minutes).

	Interviews/Focus Groups	Observations	Surveys	Other Method	#Conjoint, Total#
Parents	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Principals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Teachers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Others	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input style="width: 150px; height: 15px;" type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Focus Group/Interview Questions

Please UPLOAD any/all interview/focus group questions to be used in conducting your research in FWISD.

Observation Rubric Upload

Please UPLOAD any/all observation rubrics and/or protocols to be used in conducting your research in FWISD.

Survey Upload

Describe any instruments or surveys to be used. Include results from pilot testing and/or evidence for the validity of the instrument if applicable.

Please UPLOAD any/all survey questions to be used in conducting your research in FWISD.

Anticipated Benefits

Please discuss any direct benefits of your research to FWISD and how your findings will be shared with any schools or groups associated with the research.

IRB Approval or Exemption Letter

Before research may begin in FWISD, one of the following must be submitted to the Committee on External Research Review:

- In the case of research subject to review by the Institutional Review Board (IRB), the researcher must submit a copy of the IRB submission and approval.
- In the case of research exempt from IRB review, the researcher must submit documentation from the institution clearly delineating reasons for such an exemption.
- In the case of research not affiliated with any institution subject to IRB requirements, the research must include persuasive evidence that the researcher has carefully considered the potential risk to human subjects, especially students and families, and has ensured the appropriate protections in the research design.

Please select which of the following applies to your study:

- IRB Approval
- IRB Exempt
- Non-IRB Research

IRB Upload

Please UPLOAD a copy of your IRB submission and approval.

IRB Exemption Upload

Please UPLOAD a copy of your IRB exemption documentation.

Non IRB Research Upload

Please UPLOAD a copy of your evidence that precludes you from meeting the IRB Human Subjects Research approval.

Burden on Research Subjects

It is in the District's interest to minimize the human costs of research. Therefore, before the district approves research to be conducted, an explanation of the expected burden on research subjects is required.

- Provide a clear rationale for the number of participants, the number of contacts, and the total time required by each participant.
- Include a statement of how research participants are to be compensated for their involvement, if at all.

Confidentiality

Please UPLOAD a signed and dated copy of the Fort Worth ISD Confidentiality Agreement which ensures compliance with state law and the Family Educational Rights and Privacy Act (FERPA) Guidelines regarding the confidentiality of student education records.

Confidentiality Agreement

In rendering performance under this agreement, I (**{q://QID6/ChoiceTextEntryValue/1}**), will ensure compliance with all applicable statutory requirements relating to the confidentiality of student education records set forth in state law and the Family Educational Rights and Privacy Act (FERPA). This includes encrypting individual student identifiers, keeping data safeguarded, not sharing or reporting individual data to third parties for research or other purposes, and using the data only for agreed upon research and program development purposes.

I (**{q://QID6/ChoiceTextEntryValue/1}**) will have a system in effect to protect education records that are maintained or provided to it in connection with this agreement. I (**{q://QID6/ChoiceTextEntryValue/1}**) will not transfer or disclose any identifiable student education records to another person or entity without the express written consent of someone authorized by law to act on behalf of the student. I (**{q://QID6/ChoiceTextEntryValue/1}**) understand and agree that no confidential information regarding any students will be disclosed in any document intended for public disclosure. At the end of the term of this contract, all student education records must be destroyed or returned to the Fort Worth Independent School District.

Please sign here acknowledging that you understand the FWISD Confidentiality Agreement, which ensures compliance with state law and the Family Educational Rights and Privacy Act (FERPA) guidelines, and the importance of protecting student, family, and/or district data. You can sign with the mouse on a computer or using your finger on a touch device.

× **SIGN HERE**

clear

Submit Application

You have reached the end of the Request to Conduct Research application. If your application is complete and you are ready to submit it for review, please select **YES**.

If you would like to return on this same device to complete any section of the application or upload required documents, please leave this question **BLANK** and close your browser. Your incomplete application will remain available for one month.

Yes

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