

Application for Approval of Research Proposal

(Adapted with permission from Fairfax County Public Schools)

Your request to collect data or conduct research in Charlottesville City Schools will be considered when the Chief Academic Officer receives one (1) paper copy and an electronic copy of this complete application.

Part I: Title of Study

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Part II: Applicant Information

A. Name(s) of Applicant(s):

B. Principle Investigator/Lead Researcher Information

Name	
Employer	
Work Address	
City State Zip	
Position/Job Title	
Work Phone	
Home Address	
City, State Zip	
Home Phone	
e-Mail Address	

Are you an employee of Charlottesville City Schools? Yes No

Will you be conducting this research to fulfill a college or university requirement?
 Yes No

If yes, explain in the space below and complete the table that follows. (The cell will expand as needed to accept your entry.)

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College or University	
Address	
City State Zip	
Department	
Major Advisor	
Advisor's Phone	
Advisor's e-Mail	

Have you identified a CCS administrator to serve as sponsor? __Yes __No
 If yes, please provide his/her name, position, and location.

Name	
Position	
Location	

If no, please discuss sponsorship with the Chief Academic Officer.

Part III: Affirmations

I (we) understand that review of this request for approval of a research proposal in no way obligates Charlottesville City Schools to participate in this research. I (we) also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by the school division or by the School Board.

I (we) acknowledge that participation in research studies by students, parents, and school staff members is voluntary and that written parental permission is required for student participation. I (we) will preserve the anonymity of all participants in all reporting of this study. I (we) will not reveal the identity or include identifiable characteristics of schools or of the school system unless authorized to do so by the Division Superintendent.

If approval is granted, I (we) will abide by all Charlottesville City Schools policies and regulations and will conduct this research within the stipulations accompanying the letter of approval. At the completion of the study, I (we) will provide Charlottesville City Schools with at least two copies of the results.

(Each participating researcher must sign below.)

Signature	Date

Part IV: Benefits and Costs to Participants and to CCS

Please complete sections A through D below. (The cells will expand as needed to accept entries.)

A. Proposed Participants

Describe the proposed participants in detail. Include the number and names of schools, classrooms, students, staff members, and parents or others and characteristics of the participants, such as grade level or role within the school division. You may attach a chart or table as a communication aid.

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B. Demands on Participants

What specifically will be required of the participants? How much time will be required on each occasion that data is collected? How do the data collection procedures minimize potential disruption of the instructional program and the ability of staff members to carry out their assigned duties?

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C. Privacy Protection

How do the treatment, data collection, and reporting procedures ensure that *the participants' privacy and legal rights will be protected? How do the reporting procedures preserve the anonymity of individual schools and the school system?*

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D. Benefits

How will the participants benefit? How does the research address the current needs and interests of CCS? What are the long-term benefits for the educational community?

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Part V: Research Proposal

A complete description of the proposed research must be included in this application and must include all of the following sections marked by a heading. If you are a doctoral degree candidate or a CCS employee pursuing a master's degree, you may submit the research proposal that has been approved by your committee. If any of the following information is not included, please revise the proposal or provide an addendum containing the missing information. (The cells will expand as needed to accept entries.)

A. Brief Summary

In 500 words or less provide a rationale and statement of the problem, definition of terms, description of the research design and statistical analysis, and implications of the research.

B. Background and Introduction

Present the purpose and importance of the study. Consider key aspects of related research and include both the theoretical framework and its application to school settings. The research problem and statistical hypotheses or research should be prominent.

C. Research Design and Methodology

Specify how you plan to conduct the study and include descriptions of research paradigms, treatments, operational procedures, and limitations of the study.

D. Research Instruments

Describe all surveys, observation instruments, questionnaires, and interview protocols to be used in the research. Time requirements, procedures for administration, and use(s) of the data should be clear from the information in this and other sections of the proposal. (Copies of all instruments must be included with the application. See Part VI B.)

Applicants submitting research instruments that are not standardized or are still in the process of development must explain why new instruments are needed, what pilot test procedures will be used, and what level of technical adequacy is expected following the pilot testing. Approval will not be granted until final instruments are submitted.

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E. Sampling

Provide a detailed description of how the participants will be obtained. Details should include sampling procedure(s); number of students, staff members, and/or parents; grade level and background information; and special sample characteristics.

F. Data Collection

Specify the process and procedures used by the applicant in collecting the data. Information should include the persons responsible for each phase of data collection and those persons needed to help in the process. Time needed from participants must be provided.

G. Data Analysis

This section should include the rationale and procedures for analyzing the <i>data...i.e. edit checking, scoring and decision rules, rater reliability, and descriptive and inferential statistics</i> . The relationships among the hypotheses, the instruments, and the analyses must be shown.

H. Reporting the Results

Provide a complete description of how the results are to be reported, including the purpose and audience for each type of reporting.

I. Time Lines

Provide a breakdown of time requirements for all students and staff members. This should indicate when each task is to be performed, who is involved, and the estimated time needed by each person. Deadlines or time constraints should be specified.
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J. Source of Funding

Indicate how you will cover the costs of the study.

Part VI: Required Enclosures/Attachments

- A. If you are a doctoral degree candidate or if you are pursuing a master's degree, enclose with your application:
 - 1. a letter of authorization and recommendation from your major advisor or committee chair, and
 - 2. an approval form or letter from your college/university's human subjects committee, if appropriate.
- B. Enclose with your application three (3) complete copies of each research instrument to be used, including questionnaires, surveys, tests, observation instruments, and interview or focus group protocols. Your proposal should show the relationship between the instruments and the research questions. Include norm table scores and scoring rules when necessary for clarification.
- C. Provide copyright releases for each instrument, if applicable.
- D. Enclose, with your application, résumés providing information on the professional and technical qualifications of the applicant(s) and, if applicable, the dissertation or thesis advisor or consultant.