**Somerville Public Schools**

**Proposal Summary for Conducting Research**

**Overview**

All persons interested in conducting research in Somerville Public Schools (SPS) must complete an application. Research includes, but is not limited to: conducting surveys, interviews, focus groups and classroom observations involving SPS students and/or staff.

**SPS Review Process**

All researchers much complete an application. Other research-related materials should be submitted at the time of application (e.g., questionnaires, consent form(s), principal letter, etc.).

SPS only approves studies which address our district goals. These goals include effective teaching and leadership, performance management, increasing the graduation rate, teaching and learning through technology, environmental stewardship, and parent and community connections.

Proposals will be reviewed by SPS administration. Please submit completed research proposal to Interim Assistant Superintendent of Academics, Dr. Jessica Boston Davis.

**Application**

Project Title:

Researcher’s Full Name(s):

Title/Position:

University/Institution/Organization:

Mailing address:

Email address:

Phone:

Projected Start Date:

Projected Completion Date:

This research is related to a (circle one): Professional Project Doctoral Study Masters Study

Have you included a copy of your Institutional Review Board (IRB) approval form with your application? Yes or No

**ALL APPLICANTS MUST PROVIDE DOCUMENTATION FROM THEIR INSTITUTION’S REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS BEFORE SPS WILL CONSIDER APPROVAL**.

**Graduate Student Only: Please fill out the information below**

Advisor’s Name:

Advisor’s Title/Position:

Email Address:

Phone:

Mailing address:

Have all advisory/regulator committee members formally approved this research? Yes or No

**Study Specifications**

How does this research support SPS goals?

This study includes participants at a (circle all that apply):

* Pre-K School
* Elementary School
* Middle School School
* High School
* Alternative School
* Administrative Office
* Other

Areas of Student (circle all that apply):

* Language Arts/Literacy
* Social Studies
* Mathematics
* Science
* Art
* Physical Education
* Foreign Language
* Career/Vocational Education
* After-School
* ELL/ESL/LEP
* Poverty
* Exceptional Children with disabilities
* Other

**Type of Study:**

Quantitative Qualitative Mixed-Method

|  |  |
| --- | --- |
| **Does the study employ:** | **Check all that apply** |
| Non-school personnel surveys |  |
| School administrator survyes |  |
| Teacher surveys |  |
| Student surveys |  |
| Parent surveys |  |
| Non-school personnel interviews |  |
| School administrator interviews |  |
| Teacher interviews |  |
| Student interviews |  |
| Parent interviews |  |
| Teacher assessment |  |
| Student assessment |  |
| Classroom observations |  |
| Videotaping or audio recording of SPS staff |  |
| Videotaping or audio recording of SPS students |  |

|  |  |
| --- | --- |
| **Does study access, require, and/or record:** | **Check All that Apply** |
| Identifiable student-level information |  |
| De-identified student-level information |  |
| Identifiable staff-level information |  |
| De-identified staff-level information |  |
| Aggregated student-level information |  |
| Aggregated staff-level information |  |
| School-level information |  |
| Other (please explain) |  |

|  |
| --- |
| **Study Locations** |
| Please describe Your Selection Criteria: |
| If your study involves human subjects please complete the followingNumber of student participants?Number of teacher participants?Number of school administrator participants?Number of other participants (please specify)? |

|  |
| --- |
| **Please describe the subject selection criteria:** |
| Describe how subjects will be recruited. Please include information on who will recruit, and the method and location of recruitment. Please include a copy of the recruitment materials being used. |
| What is the expected time commitment for each type of participant? |
| Will monetary remuneration or other incentive be offered in exchange for participation in research? |
| In all research situations involving students, you must obtain legally effective informed consent (including parental permission and assent from minors, when applicable). There are required elements of informed consent that must be included in the informed consent process and documents. The required and optional elements can be found in the federal regulations at http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.116 |

**PROPOSAL SUMMARY**

*Instructions: Please answer each question below WITHIN this document.*

*Relevant documents (e.g., consent forms, questionnaires, IRB approvals, etc) should be sent electronically with this application.*

1. **Provide a brief literature review that summarizes the background and rationale for your study. This review should include appropriate peer-reviewed sources (attached separately). Please define acronyms or language specific to your field of study.**
2. **Briefly state the overall purpose of the study.**
3. **What are the specific research questions and hypotheses for the study?**
4. **Provide a METHODS section.**
* **Procedures: Please describe what will be done, how, and by whom, in appropriate detail for a reviewer to understand.**
* **Proposed Analyses: Please include your detailed data analysis plan.**
* **Include copies of all surveys and/or instruments that you plan to use in your study.**
1. **What is your timeline for collecting data?**
2. **Describe the materials, resources, information or other needs from the school system.**
3. **Identify and ethical issues you feel may be of concern to SPS or participants, and explain how you have addressed them.**
4. **What is your plan to share and disseminate results (i.e. state with whom and how you will share your results)?**
5. **Proposed Summary?**
6. **Data/Record Storage and Security.** Data/record security is important. You should ensure that all hard copy and electronic data are securely stored to prevent unauthorized access, disclosure, or loss. Hard copy records should be stored in a manner that limits access to only authorized individuals. Electronic data should be saved on a device that has the appropriate security safeguards such as unique identification of authorized users, password protection, encryption, automated operating system patch management, anti-virus controls, firewall configuration, and scheduled and automatic backups to protect against data loss or theft.
7. **Describe data storage plans.**
8. **What will you do with the data once the study has been completed?**
9. **Describe that method of destruction.**
10. **Will the data being stored in electronic format be encrypted?**
11. **If data will not be encrypted, please explain the rationale and the proposed method of data security.**
12. **Confidentiality**
13. **Will you maintain the participants’ contact information after the data have been collected? If yes, specify that purpose of this.**
14. **Will you share individual-level data with other researchers or practitioners beyond the designated key research personnel.**

**If yes, who will have access to the shared data?**

**If yes, for what purposes will research data be shared?**

**Please be sure to read and check the final two statements**

\_\_\_\_I have carefully proofread the entire application and corrected all errors. I understand that my application may be denied for significant proofreading errors.

\_\_\_\_All questions have been answered within this document and do not require referencing any other documents (exceptions: consent forms, surveys, protocols other research instruments). I understand that my application may be denied if all questions are not answered within this document.