



# APPLICATION TO CONDUCT RESEARCH

## Department of Assessment, Accountability and Research

For Office Use Only

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Proposed research start date: \_\_\_\_\_

Proposed research completion date: \_\_\_\_\_

Is this a single year study or multi-year study?

Title of proposed research: \_\_\_\_\_

### I. Application type(s):

New Proposal

PCS Contracted

Yes

No

Resubmission

Modification

### II. Research Overview

What is the purpose(s) of this research?

Academic Study/Presentation/Publication

Thesis/Dissertation (Degree Program).

State or National Study

Program Evaluation

Other (please specify) \_\_\_\_\_

Will you be requesting secondary data?

Yes

No

Will you be requesting to collect data with district staff or students?

Yes

No

### III. Grant Funding

Does this request pertain to a grant funded project? Yes No

If yes, please provide the complete grant name and official funding agency below:

Grant Name: \_\_\_\_\_

Funding Agency: \_\_\_\_\_

Have you, the Researcher/Study Investigator, contacted or worked with any PCS personnel regarding this grant? Yes No

If yes, please fill in the information below regarding grant contact person.

Name: \_\_\_\_\_

Professional Position/Title: \_\_\_\_\_

### IV. Researcher/Study Investigator

Name: \_\_\_\_\_

Professional Position/Title: \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (Include area code): \_\_\_\_\_

Are you an employee of the Pinellas County Public Schools?

Yes - Location: \_\_\_\_\_

No

*Research organizations acting as an evaluator for FLDOE or USDOE are required to submit evidence in the form of a letter documenting their affiliation with the state or federal government.*

## V. Research Sponsor

Name: \_\_\_\_\_

Professional Position/Title: \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_ Phone (work): \_\_\_\_\_

Sponsor's association with this research: \_\_\_\_\_

*In most instances, the application should have a sponsor; a sponsor is someone who endorses the proposed research, deems it appropriate, believes it to be based on sound educational and research practices, and endorses its approval. University or Agency IRB approval is sufficient if the research applicant is a University faculty member or Agency study investigator.*

## VI. Research Proposal

Attach the following:

- **Abstract:** (max 250 words): Please provide a brief, comprehensive summary of your research proposal indicating the purpose of the research, research questions, hypotheses (if applicable), description of research participants, research method(s), analytic approach, and implications.
- **Rationale for the study:** State clearly what you intend to accomplish with this research.
- **Brief Literature review/Theoretical framework:** Please provide a brief statement of the theoretical basis for your study from prior published research (include reference citations in APA format) and what contribution your work is expected to make to your field.
- **Research questions/hypotheses:** Please state briefly the research questions you plan to address, along with any necessary hypotheses.
- **Sampling procedures** (if applicable): Please describe, in detail, the target population (i.e. grade level, number of schools, specific schools, etc.), sampling frame, and selection procedures for the proposed research.
- **Recruitment procedures** (if applicable): Please provide details of how study participants will be recruited for participation in the proposed research.
- **Draft copies of any forms, letters, and/or other documents** that will be provided to participants or their parents/guardians when applicable.
- **Draft copies of a letter of invitation to principals** to conduct research in their schools when applicable (see procedures for conducting research document page 7 for specifics).
- **Data collection methodology** (if applicable): Please describe the method of data collection and procedures you plan to use.
- **Detailed secondary data request** (if applicable): Please provide a detailed description of the variables you wish to include in your study, be as specific as possible. Please avoid broad or generic statements such as “demographic information” or “test results.” Be sure to include schools, special programs, or departments, where applicable.
- **Measures** (if applicable): Please describe the instruments of measurement you plan to use. Please include results from pilot testing and/or other evidence for the validity of the instruments. For all research instruments that are not part of the district's existing assessment program, submit copies of the instruments.
- **Analytic plan:** Please describe your anticipated analysis plan, including specifics regarding your treatment of the data, statistical or otherwise.
- **Human subjects protections** (if applicable): Researchers/Study Investigators must provide detailed information explaining how the researcher will address privacy and confidentiality issues, any potential risks to participants, and how those risks will be mitigated.
- **Copies of informed consent forms** that comply with Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) guidelines when applicable.
- **Incentives** (if applicable): The research proposal will include a statement of how research participants are to be compensated for their involvement, if at all.
- **Timeline:** Please provide a chronological sequence of research activities.
- **Data procedures:** Please detail the data security and data disposal plan. Data security plans should outline how all hard copy and electronic data are securely stored to prevent unauthorized access, disclosure, or loss. Data disposal plans should outline when and how data collected in a study will be destroyed. Federal regulations require that research data and related documents such as consent forms be kept in a secure location for a minimum of three years.
- **Burden to the district:** Please describe the burden that your research will have on the District – this applies for research with human subjects and secondary data requests. Depending on the research design, substantial time and effort may be required for staff to provide requested data with the appropriate selection and matching of records and concealment of personal identities. For proposals concerning human subjects research, the proposal will provide a clear rationale for the number of participants,

the number of contacts, and the total time required by each participant. The research proposal will clearly state the number of participants, specifying the role of each group of participants. For example: Twenty math teachers in four schools will be observed, six principals will be interviewed, and forty students from five classrooms will be surveyed. The research proposal will clearly state the amount of time to be requested from each participant and when the interaction will occur. For example: Math teachers will be observed for four class sessions during the first two weeks in March.

- **Benefit to the district:** The proposal must identify the benefits that the research is expected to provide to the District.
- **Current education on human subject research certificate** (<https://phrp.nihtraining.com/users/login.php>)
- **University or Agency IRB approval letter:** Please provide the appropriate IRB documents or evidence that IRB review is not required. Please submit IRB application if study is currently under IRB review. Please include all completed IRB submissions in one PDF file.
- **Submit all applicable PCS IRB required forms:** (Form A, Form B, Form C, Level II Security Clearance).

*Please label each attachment with the bolded text from the list. Please PDF all attachments as one document with the exception of IRB documents which should be attached as a separate PDF document. For course projects, please attach an abstract and any applicable items from the above list.*

## VII. Application checklist:

The following documents must be submitted with the application to conduct research in Pinellas County Schools: Check only the boxes for documents being submitted for review.

Abstract  
 Rationale for the study  
 Literature review / Theoretical framework  
 Research questions / Hypotheses  
 Sampling procedures  
 Recruitment procedures  
 Attach draft copies of any forms, letters, and / or other documents  
 Attach draft copies of a letter of invitation to principals  
 Data collection methodology / Secondary data request  
 Measures  
 Analytic plan  
 Human subjects protections  
 Attach copies of informed consent forms  
 Incentives  
 Timeline  
 Data procedures  
 Burden to the district / Benefit to the district  
 Attach University or Agency IRB application / Approval letter  
 PCS Form B & C  
 Human subject research certificate

Please list any additional attachments submitted with the application:

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## Researcher/Study Investigator and Research Sponsor Assurances [Form B]

### Researcher/Study Investigator

I understand that I am requesting permission to conduct research in Pinellas County Schools.

I have read and understand the "Procedures for Conducting Research in Pinellas County Schools."

I understand that the privilege of conducting future studies in Pinellas County Schools is contingent upon the fulfillment of my obligations.

If my research request is granted, I agree to:

Abide by all Federal and State laws and regulations, as well as Pinellas County Schools' and AAR IRB policies, rules and procedures;

Submit any proposed changes for review and approval prior to being implemented and report any adverse or unexpected events immediately;

Provide written results of the research and any resulting publications to Pinellas County Schools' Department of Assessment, Accountability and Research.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Researcher/Study Investigator

*Please sign and scan or electronically sign using the "Fill & Sign" button in Adobe [Place Signature]. If you submit this document with an electronic signature, you acknowledge that this electronic signature serves as your valid signature under the Florida Electronic Signature Act and the federal Electronic Signatures in Global and National Commerce Act.*

### Research Sponsor

I am sponsoring this research in Pinellas County Schools.

I understand that a sponsor is someone who endorses the proposed research, deems it appropriate, and believes it to be based on sound educational and research practices. I acknowledge the supervision of this research project.

I have read and understand the "Procedures for Conducting Research in Pinellas County Schools."

I understand that the privilege of conducting future studies in the Pinellas County Schools is contingent upon the fulfillment of obligations by the Primary Investigator.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Research Sponsor

*Please sign and scan or electronically sign using the "Fill & Sign" button in Adobe [Place Signature]. If you submit this document with an electronic signature, you acknowledge that this electronic signature serves as your valid signature under the Florida Electronic Signature Act and the federal Electronic Signatures in Global and National Commerce Act.*



## Access and Use of Confidential Data and Sharing Project Results [Form C]

Researcher/Study Investigator: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Title of Proposed Research: \_\_\_\_\_

I understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g and 34 CFR Part 99), and Pinellas County Schools Policy 8330, Student Records.

I understand that any data or reports that I, or any authorized representative may generate, are confidential and are to be protected. I understand that I am not permitted to distribute to any unauthorized person any data or reports that I have access to or may generate, using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by the use of my sign-on(s)/password(s), and I understand and agree to abide by the Pinellas County Schools Policy 7540.04, Use of Electronic Resources.

I understand the Pinellas County School IRB policy regarding the use, retention and disposal of all confidential data.

I understand that any final reports produced as a result of this study must report data in aggregate summaries and not individually. I understand that the confidentiality of all participants must be protected to the extent allowed by law. I agree to maintain the anonymity of individual students, staff members and schools in any report(s) and in any publication(s), e.g., journal article(s), book(s), etc., which incorporate any information derived from the research conducted within the Pinellas County Schools.

I agree to provide the Office of Research, Evaluation, Assessment and Accountability with a summary of the research results, complete documentation and information on the location of the complete research and, in the future, subsequent publications.

I will comply with the access and use of confidential data terms and sharing results listed above.

Researcher/Study Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Researcher/Study Investigator

*Please sign and scan or electronically sign using the "Fill & Sign" button in Adobe [Place Signature]. If you submit this document with an electronic signature, you acknowledge that this electronic signature serves as your valid signature under the Florida Electronic Signature Act and the federal Electronic Signatures in Global and National Commerce Act.*