

Part I: Study Information				
Title of Research Proposal				
Type of Study	Degree Requirements/Graduate Student	Dissertation	Thesis	Other
	Professional Research	University	Agency	Other
	Seeking Letter of Endorsement for Grant			
	PCSB Contracted Research Proposal			
Type of Application	New Proposal			
		Multi-year study		
	Modification			
Timeline	Proposed Research Start Date			
	Estimated Research Activities End Date			
	Expected Date of Findings to PCS			
	*final report submitted to institution			

Part II: Applicant Information				
Study Investigator				
(primary contact)				
Organization/Affiliation				
Address				
Phone				
Email				
Current PCS Employee	Yes	No	Location:	

Part III: Grant Information			
Grant Name			
Funding Agency			
Award Status	Pre-Award Phase:	Award Notification Date:	
PCS Contact (if applicable)			

Part IV: Data Sources		
	The proposed research involves primary data collection (e.g., survey, interviews/focus	
	groups, observations) Yes No	
	*provide copies of all instruments with submission for review The proposed research involves secondary data (e.g., demographics, assessment scores,	
	attendance) Yes No	
	*study investigator(s) are not permitted to request data directly from individual schools or departments **a detailed secondary data request must be included with submission, including data element(s), school year(s), grade level(s), & data request population	
	[school(s)/department(s) requested and why the school(s)/department(s) were selected]	



Part V: Proposed Study Part	icipants:		
	The proposed research involves direct interaction, in-person or virtually, with PCS Staff		
	Duration of Activities:	Number of Expected Participants:	
	The proposed research involves direct interaction	, in-person or virtually, with PCS Students	
	Duration of Activities:	Number of Expected Participants:	
	The proposed research involves direct interaction	i, in-person or virtually, with PCS Families	
	Duration of Activities:	Number of Expected Participants:	

Part VI: Applicant Assurances:

Contact with schools/departments and/or potential participants is considered a research activity and cannot occur until approval is granted by PCS.

The information available through PCS is, by federal and state law, confidential and shall be used only for the authorized purposes. Under no circumstances shall records and reports of PCS data be released to any party unless such release is in strict accordance with the provisions, and to the entities identified in, the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g; 34 CFR Part 99, chapter 119 and section 1002.22, Florida Statutes; and PCS School Board Policies.

Any data or information gathered for this research project will be used solely for the project outlined above; additional research projects using this data and/or information will need to be approved in advance by the PCS IRB.

Consent forms and student assent is required for research involving PCS staff, students, or families.

PCS IRB research approval does not constitute an endorsement for the research project. Approval reflects only permission to request the voluntary cooperation of PCS staff, students or families.

Every study investigator requesting in-person or virtual access to PCS staff, students or their families, whether on PCS campuses, at PCS-hosted events, or otherwise must have a PCS security or current Florida vendor badge, which requires fingerprinting and a background check before engaging in research activities. Study investigator(s)will be responsible for the costs involved in the badging process.

No study findings will be published or released that identify by name, the district, its schools, students, or staff without prior approval.

Applicant Signature:

Date:

Research Proposal Attached (see *Guidelines for Conducting Research*)

FOR DISTRICT USE ONLY		
Application Number		
Date Received		