



Internal Research Application

Birdville ISD supports high-quality and well-designed research that addresses questions of educational significance. The Planning, Assessment and Research Department (PAR) reviews proposals and submits them to Cabinet for approval. Internal research encompasses BISD departments and BISD employees who are seeking to research in conjunction with graduate degrees. BISD employees should note the following:

- Research must occur outside of normal work requirements
- Research cannot occur on home campus
- Researcher cannot work with individuals “known to them,” so as to create bias
- Data requests must be made through the PAR Department and not through campus contacts
- Researcher must provide a non-BISD email for all correspondence regarding the proposal

Researcher name: _____ Position/Affiliation: _____

Address (city, state, zip): _____

Phone: _____ Non-BISD Email: _____

Project Title: _____

Requested research site/location: _____

Number of participants: Teachers _____ Students _____ Others (describe) _____

Anticipated beginning date: _____ Ending date: _____

Intended final product:(thesis, dissertation, publication, etc.) _____

Project Description

Please provide a brief (no more than 3 pages) narrative description of the proposed research project, including the following sections:

Background and rationale: Provide a brief literature review of the theoretical background of the study. Describe the importance of the project and its potential benefit to students, the campus and district, or the field of education. Explain why you are seeking to do your research in Birdville ISD.

Research questions and hypothesis: Provide clearly stated research questions and the anticipated outcomes to the study.

Methods: Describe the procedures to be followed in the study. Include descriptions of the study population and sample group, the time frame for the study and the time commitment required of the participants, data collections procedures (include copies of the instruments to be used), processes used to maintain confidentiality and provide informed consent (include copies of informed consent letters, which follow readability guidelines), potential risks to participants, and data analysis and reporting procedures.

Note: Completed and accepted applications do not automatically provide access to existing data records. Researchers must complete the Data Request Application to obtain access to individual data records that are not already publicly available. Please consider your timeline when requesting data to ensure the request can be reasonably processed.

Completed application should be emailed to Dr. Elizabeth Clark, Associate Superintendent of Curriculum, Instruction, and Accountability elizabeth.clark@birdvilleschools.net.