



## External 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. External research encompasses university or college faculty and staff research, research institutions, service providers, and their contracted evaluators or graduate students who are not BISD employees. For external researchers, please note the following:

- The researcher(s) may need to complete a criminal [background check](#).
- Birdville ISD staff may not be utilized to collect data or carry out research activities (such as collecting consent forms, administering surveys, etc.)
- Researchers may need to familiarize themselves with FERPA guidelines <https://studentprivacy.ed.gov/content/online-training-modules>

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.

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

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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.

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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.

The completed application will be sent to Dr. Elizabeth Clark at [elizabeth.clark@birdvilleschools.net](mailto:elizabeth.clark@birdvilleschools.net)

[SUBMIT](#)