



## Procedures for Research Requests

In the spirit of enhancing the development of students, staff, and the field of education, Birdville ISD considers requests from outside entities to perform educational research projects within the district. In order to ensure that such projects are in the best interest of students and are aligned with the district's core purpose, research requests are submitted for review and approved by the Cabinet prior to the onset of the study. The review board will notify the researcher of project acceptance within one month of submission of the request.

### **Project and Process Requirements**

1. The proposed research project complies with the policies and regulations of Birdville ISD.
2. A completed application and research proposal are submitted to the Accountability Department for review and approved by the Cabinet prior to the onset of the study.
3. The researcher obtains prior approval of the campus principal when the proposed project involves campus personnel or students.
4. The project provides direct or indirect benefits to BISD and does not require an undue expenditure of time and effort by students and staff.
5. Study results are reported back to appropriate campus or district personnel and electronic copies of the final product (e.g. dissertation, published article) are provided to the district.
6. Students are not personally identifiable in the reporting of data or study findings. Staff members, campus names, and the district will not be identified except through prior approval by the identified staff members and the research review board.
7. Requests by individuals or entities associated with institutions of higher learning receive approval by the appropriate Institutional Review Board (IRB) prior to initiation of the study.
8. A faculty advisor provides prior approval for the project if the research is performed by a graduate student.
9. A researcher requesting to work directly with students submits to a criminal background check.



Research Study Application

Researcher name \_\_\_\_\_ Position/affiliation \_\_\_\_\_

Address (city, state, zip) \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Project title \_\_\_\_\_

Requested research site/location \_\_\_\_\_

Number of participants: Teachers \_\_\_\_\_ Students \_\_\_\_\_ Others (describe) \_\_\_\_\_

Anticipated beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

Intended final product (e.g. class paper, thesis, 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 for 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 hypotheses.** 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 participants, data collection procedures (include copies of instruments to be used), processes used to maintain confidentiality and provide informed consent (include copies of informed consent letters), potential risks to participants, and data analysis and reporting procedures.

**Institution approval** (if researcher is a student)

Major professor \_\_\_\_\_ e-mail \_\_\_\_\_

Institution/Department \_\_\_\_\_ Phone \_\_\_\_\_

**Supervising professor's statement:** I recommend this proposed research study as addressing an educationally significant research problem. The above-named student has the competencies necessary to conduct the study as presented in the proposal. The research study was approved by the Institutional Review Board on (date) \_\_\_\_\_ .

Professor signature \_\_\_\_\_ Date \_\_\_\_\_

**Researcher statement:** I understand that the submission of this application does not guarantee that Birdville ISD or its membership will participate in the proposed project. The research project and results reporting will be conducted in an ethical manner and will abide by the policies and regulations of Birdville ISD. I authorize the unlimited use of the results of this research project by the district and agree to provide electronic copies of the reported findings of the study.

Researcher signature \_\_\_\_\_ Date \_\_\_\_\_

**Campus principal statement** (if research to be conducted at a school): I have read and understand the proposed research project to be carried out on my campus. I conditionally approve the execution of the study pending final approval by the BISD Cabinet.

Principal signature \_\_\_\_\_ Date \_\_\_\_\_