



# GUIDELINES FOR CONDUCTING RESEARCH

Clayton County Public Schools encourages meaningful, empirical research and offers the services of the Department of Research, Evaluation, Assessment, and Accountability to facilitate the efforts of researchers in conducting approved studies.

*Revised January 2016*



**Clayton County Public Schools Department of Research,  
Evaluation, Assessment, and Accountability Research  
Guidelines and Application Procedures**

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## Guidelines for Conducting Research

### I. Purpose and Explanation of Procedures:

The Department of Research, Evaluation Assessment, and Accountability (REAA) has established procedures that are designed to:

- a) govern and orchestrate research conducted in Clayton County Public Schools (CCPS),
- b) protect the confidentiality and rights of staff, students, parents and district,
- c) ensure that the proposed research benefits all stakeholders of Clayton County Public Schools and
- d) adheres to legal (i.e., FERPA, NCLB Hatch Amendment, IDEA, 504) and ethical guidelines (i.e., codes of ethics established by Georgia Professional Standards Commission, American Educational Research Association, American Psychological Association).

The information that follows contains a list of guidelines and procedures describing the process for which obtaining permission to conduct research in CCPS must be followed. ***Failure to adhere to the guidelines completely will result in a request being denied and will involve consequences as dictated by CCPS Board Policy and administrative rules as well as those above legal and ethical guidelines (local, state and federal). REAA will take appropriate steps as dictated by district policy, procedures and ethical/legal guidelines.***

The CCPS research guidelines and procedures contained within this document mirror foundational coursework in research and statistics offered at university undergraduate and graduate levels. The following Guidelines apply to anyone who desires to conduct research in the Clayton County Public Schools. Both *employees and non-employees* of the school system are **required** to go through the application and screening process and receive a formal approval letter *before beginning a research study*. Failure to do so is considered a violation of district policy and administrative procedures; therefore, appropriate steps will be taken when a violation occurs. Any study that involves data collection through observations, interviews, surveys/questionnaires, tests, or other methods involving human subject participants (students, their parents, or staff in the CCPS System) is defined as “research” and is subject to the procedures outlined below.

### II. Requirements for Conducting Research:

1. Completed research application including *all* required forms, attachments, and copies. [NOTE: Incomplete application packets will be returned to the applicant without review.]
2. Letter of approval from the Executive Director of Research, Evaluation and Assessment based on the review and recommendations of the CCPS Research Review Board (RRB).

### III. Research Proposal Procedures:

1. Conducting research within CCPS is a privilege and *not* a right or entitlement of any individual within or outside of CCPS.
2. Persons interested in conducting research within CCPS are *strongly encouraged* to attend one of REAA’s monthly information sessions focusing on CCPS research guidelines and completion of the research application. Please refer to the REAA section of the CCPS website (<http://www.clayton.k12.ga.us/>) for the scheduled dates and location for the information sessions.



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3. All research conducted for university credit, a degree, and or add-on certification program requirement must be approved by the CCPS Research Review Board (RRB). A letter of approval based on the RRB decision is provided by the Director of Research, Evaluation Assessment, and Accountability.
4. Any individual requesting approval to conduct research for partial fulfillment of requirements for a degree from an institution of higher education *must* submit as part of the CCPS research application the completed **“University Research Application Approval Form”** signed by the research applicant’s university advisor, research committee member, major professor or instructor. **Must possess Basic Human Research certification from the National Institutes of Health (NIH) or Collaborative Institutional Training Initiative (CITI) Program.** The signature verifies that the signing university educator has *reviewed the applicant’s completed CCPS application* and has *deemed it to be sound and appropriate* with regard to *research design, methodology, and legal/ethical guidelines.*
5. All individuals conducting research in a Clayton County Public School must submit a “Local Site Support Form” signed and dated by the site administrator at each of the proposed school(s). This signed form indicates that the administrator has been fully informed regarding the research activities and is volunteering the school to participate in the study only if formal approval is granted by the Executive Director of Research, Evaluation Accountability and Assessment at the recommendation of the CCPS Research Review Board.
  - a. \*If more than one school site is involved, the appropriate level Assistant Superintendent(s) as well as each principal must sign a separate support form. In this case the research applicant must first obtain the signed support form from the assistant superintendent(s) prior to seeking a signed form from each of the principals. Only one signed form per Assistant Superintendent is required for a study. Although the Local Site Research Support Form may be signed by the appropriate principal(s) and/or assistant superintendent(s), participation in an independent research study is voluntary and cannot be mandated.
6. Approval to conduct research in CCPS is based on a number of fundamental criteria. The criteria include: (a) the alignment of the proposed study to the current CCPS goals and objectives, (b) compelling need for the research within CCPS, (c) soundness of the proposed methodology and research design, and (d) clearly stated procedures for adhering to ethical / legal guidelines applicable to research.
7. The research application at a minimum should clearly specify the sample size and selection procedures in terms of students, schools, grades, and should describe in detail the methodology in terms of measurement, instrument(s), treatment(s), research design, data collection and analysis procedures.
8. The CCPS RRB may approve, require changes, or deny applications to conduct research in the Clayton County School System. Subsequent to the RRB review, each applicant will receive a letter from the Executive Director of REAA regarding the RRB review decision. Each applicant will receive one of three possible RRB decisions: 1) “approved,” 2) “approved pending clarifications/revisions,” or 3) “denied.” A copy of the response letter will also be sent to the applicant’s university educator sponsoring the research as well as CCPS administrator(s) signing the Local Site Support Form(s).



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- a. \*NOTE: RRB's reviews of a prospective researcher's application will be limited to a maximum of three reviews if an applicant receives a decision of "approved pending clarifications/revisions" on either of the first two RRB reviews. If an applicant receives a "denied" decision on the first two submissions, a third review will not be allowed. Once the maximum number of reviews has been provided, the researcher may not submit another application unless the focus of the research topic is in a different area than the original proposal.

9. When the CCPS Research Review Board requires changes to an application, the applicant must submit a modified application, which will be considered in the same manner as the first application. No research may be conducted until the revised application has been approved.
10. Initial research applications will be accepted for review by the CCPS RRB three times each year. The complete application, required forms, must be received on or before the published proposal submission deadlines to be considered during the next meeting of the RRB. Please refer to the REAA section of the CCPS website for specific due dates for submitting the application and for receiving the decision notification.

\*Deadlines for submission of the application and all other procedures contained in the guidelines will be strictly adhered to ensure equity and fairness for all applicants.

11. Research applications will be reviewed according to the published annual schedule, and no exceptions will be made. THEREFORE, requests by research applicants to expedite a review will not be accepted.
12. Proposed research must a) focus on improving the quality of Teaching or Leadership in Clayton County Public Schools b) align with at least one of the six district goals outlined in the [Balanced Scorecard or district initiatives](#) and c) address the academic achievement plan by focusing on one the areas of:
1. Literacy
  2. Numeracy,
  3. Critical Thinking, or
  4. Integrated Technology
13. Proposed research must be coordinated with the current CCPS school calendar. Research may not be conducted during district-wide testing periods or holiday breaks.
14. Proposed research must not interrupt the instructional program of CCPS and must not make any undue demands on the time of students, teachers, administrators, or other district personnel.
15. Researchers must provide a copy of an approval letter from the Executive Director of Research, Evaluation Accountability and Assessment to principals/site managers before the proposed research study begins. A copy of the approval letter must be provided to the Director of Information Services when requesting specific data approved by the RRB. For district-wide research, it is appropriate to attach a copy of the approval letter when contacting participants.
16. Proposed research must not be offensive to the values and standards of the school, community, or any racial or ethnic group and must not inquire, in an obtrusive manner, into religion, gender, domestic issues, or family life.



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17. Proposed research must not discriminate against participants on the basis of gender, sexual orientation, marital status, race, social class, religion, ethnic background, national origin, nor other irrelevant factors.
18. Proposed research must not violate the [Family Educational Rights and Privacy Act of 1974](#) (FERPA, see page 7) and the [Protection of Pupil Rights Amendment Act](#). Thus, proposed research must make provisions for protecting the confidentiality of all data concerning students, employees, and parents/guardians.
19. In accordance with CCPS Board Policy JR, administrative rule KB, and FERPA, the obligation to protect the privacy of students extends to photographing, videotaping, audiotaping, and filming of individual students without informed parental consent.
20. Test scores or any other confidential student record information (e.g., socioeconomic data, family data, or health data) on individual students will not be released. Aggregate or blind data may be approved on request. Researchers will not be allowed access to student permanent record folders or to personally identifiable test or other data without prior written consent of the parent/guardian of minors.
21. Confidential data on individual teachers or employees will not be released. Only aggregate or blind data may be provided without prior written consent.
22. Research studies that have the potential for misinterpretation or misuse of data will not be approved.
23. Proposed research must involve no expense to CCPS.
24. All research applicants and researchers approved to conduct research in CCPS must adhere to ethical guidelines as specified in the code of ethics for Georgia educators (<http://www.gapsc.com/Ethics/Home.aspx>), the American Educational Research Association ([www.aera.net](http://www.aera.net)) and the American Psychological Association (<http://www.apa.org/ethics/>).
25. Research applicants must not present portions of another's work or data as their own, even if the other work or data source is cited occasionally. REAA will take appropriate steps as dictated by district, state and federal mandates and codes of ethics when suspected incidents of plagiarism occur.
- 26. Upon receipt of written approval of the research application, all non-CCPS researchers must provide REAA with a criminal history check on or before the official start date designated by REAA in the notification. Only criminal history checks conducted within the last 12 months will be accepted. Criminal background checks must be obtained at Clayton County Public Schools police department at the researcher's own expense. The applicant has seven (7) business days to notify the Executive Director of the results of the background check.**
  - a. \*Violation of these requirements may result in withdrawal of the research approval and ban of both the researcher and the sponsoring organization/employer from conducting future research activities in Clayton County Public Schools.
27. Any organization, institution or individual seeking approval to conduct research within CCPS grants Clayton County Public Schools free and universal access to, and use of, any data, instrument and/or products resulting from this activity.



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28. Approval to conduct a research study is valid for one calendar year subsequent to the RRB approval date. A new research application must be submitted if the research study has not been completed by the established deadline.
29. The Department of Research, Evaluation Assessment and Accountability does not approve longitudinal studies. Researchers planning to conduct studies beyond one year must submit an annual application for continuation. Approval for one year does not guarantee approval for subsequent years of a study.
30. The researcher must strictly adhere to the methodology and procedures specified in the approved application. *Any change(s) to RRB-approved research must be submitted and approved by the RRB. Changes cannot be implemented until written approval is granted.*
  - a. **NOTE: See Appendix B for guidelines and procedures for submitting a request to revise a previously approved study.**
31. A final copy of the completed research report must be submitted to the Executive Director of Research, Evaluation, Assessment, and Accountability Department *within thirty calendar days of the "proposed project end date" (i.e., **projected** date the university or sponsoring agency approves the final report of the research findings).*
  - a. If it becomes necessary to extend the "proposed project end date," the researcher must submit a written request to the Administrative Assistant for the Executive Director of REEA. The notice must provide the revised completion date and the reason(s) for the change.
  - b. If this deadline is not met and a written request has not been received, the dean of the sponsoring university or the director of the sponsoring agency will be informed.
  - c. Further studies from the same college or agency may not be approved until a final copy of the completed research study report is submitted.
32. The researcher agrees upon request of the Executive Director of REEA to provide a presentation of findings upon completion of the study to a CCPS audience.
33. All proposals and accompanying documents must be prepared using Microsoft Office and should reflect the quality of work expected at a graduate level of study. Researchers are encouraged to check grammar, punctuation and spelling prior to submitting proposals for review.
34. *Only complete applications received in REEA on or before the scheduled application due date will be accepted for RRB review. All incomplete application packets will not be accepted or reviewed.*
35. One original application electronically submitted with the following documents must be submitted for research applications to be accepted and considered for approval:
  - A. [Electronic Research Application Form](#)
  - B. [University Research Application Approval Form](#) (original only on formal letterhead)
  - C. [Local Site Research Support Form](#) (original only on formal letterhead)
  - D. [Research Applicant Agreement Form](#) (original only on formal letterhead)
  - E. [Parent/Guardian Permission Form](#)\*\*
  - F. [Teacher Consent Form](#)\*\*
  - G. [Student Assent Form](#)\*\* (and Assent Script if applicable)
  - H. Resume/Vita (original only)
  - I. Research Instruments (e.g. surveys, questionnaire, interview protocols, test protocols)



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For an electronic copy of items A-I and additional information regarding required forms, go to the CCPS Department of Research, Evaluation and Assessment Website. Completion of the aforementioned forms should contain clear language that reflects the unique components of the research being proposed.

36. All of the required application documents and copies must be completed online at the following address:

<http://CCSDREA.submittable.com/submit/38235>

#### **IV. Guidelines for Creation of Informed Consent/Assent/Permission Forms\***

**\* CCPS permission/consent/assent templates must be used. The researcher must edit the template so that it contains additional language and information unique to the study.**

Clear information must be provided to potential participants and/or to parents/guardians of student participants to enable them to voluntarily decide whether or not to agree to the following: 1) to participate in the research study or to allow their child to participate in the research study, and/or 2) to allow access to protected private information, data and/or education records. Consent/assent/permission forms must make clear what the participants will be specifically asked to do and provide as part of research study. The information in the consent/permission/assent form must be provided in a language that is understandable to the least educated participants to be included in the study. If any of the participants or parents/guardians are non-English speakers and/or are unable to read in English, then the consent/permission/assent forms and related research materials must be translated for them. It is the responsibility of the researcher to do so.

##### **1. Student Assent Procedure**

**Under 6:** No assent is required. Provide to the CCPS Research Review Board written information about how you will ensure that the children want to participate and are not getting upset.

**Ages 6-10:** Verbal assent must be obtained and documented by the researcher. The researcher must also submit an assent script to the CCPS Research Review Board for review. The researcher must maintain documentation that verbal assent was obtained from participants.

**Ages 11-17:** This age group must sign a separate assent document. The document will be no more than one page in length and must explain what will happen and why, risks involved, any benefits, and the option that they can withdraw at any time. Once the study is explained to the child, he or she should be asked to sign the assent; however, if this proves too intimidating, the student can provide verbal assent if she/he chooses to do so. The research must document that the assent was obtained verbally.

**\*Should the assenting child decline participation in the study, the researcher, educator, or parent/legal guardian(s) cannot force the child to participate.**





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2. Parent/Guardian Permission Form:

Parents/guardians must provide permission or consent for a child to participate in research. This is obtained in writing through the "Parent/Guardian Permission Form." This document needs to be in the format of an informed consent but should be in third person (i.e. your child). The title of the document should be "Parent Permission Form."

3. Adult Consent Form:

The language of the "Teacher Consent Form" can be modified accordingly to seek consent of adult research participants such as parents, administrators, and others.

4. PROOF READ Look for the following:

- Spelling, Typographical And Grammatical Errors
- Readability
  - \*The consent form must be written at the reading level of the least educated subject. When writing the consent form, aim for an 8th grade level. Half of all adult Americans read at or below the 8th grade level (NLPF, 2010). Most word processors include utilities in the "Tools" menu to analyze the reading level of text.

\*Literacy Project Foundation - Statistics. (n.d.). Retrieved February 02, 2016, from <http://literacyprojectfoundation.org/community/statistics/>

**Approval of any future requests to conduct research is based on the researcher's fulfillment of agreements and compliance with CCPS research guidelines.**



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**Major Studies**  
**Sponsored by State and Federal Agencies**  
*(Including state and federal grants in which CCPS is not a partner)*

Before REAA approval of a major research study sponsored by a state and/or federal agency, the principal investigator/researcher must first obtain written support for the study from the appropriate district level administrator(s) when two or more schools are involved. The signature indicates that the administrator agrees to *support* the voluntary participation of the study in the identified site(s) after review and approval by REAA / RRB. Involvement in research is voluntary; therefore, administrative endorsement of his/her staff if participation in independent research is voluntary, participation is voluntary

1. If an administrator is initially contacted by a researcher requesting permission to conduct the study, the CCPS administrator refers the researcher to REAA.
2. REAA provides the researcher with guidance regarding procedures for submitting and approving the study.
3. REAA informs the researcher of the option to either submit 1) our completed CCPS research application and related forms or 2) a *detailed* research proposal and supplemental forms previously approved by an IRB.
  - a. If the researcher chooses to submit the IRB proposal, the researcher must make sure that the proposal and forms address all the components contained within our district's guidelines and application.
  - b. Federal and state research projects continuing over more than one year must submit an update of research procedures and all revisions (e.g., data access, instruments, subjects, consent forms, etc.) prior to continuation of the study.
  - c. REAA informs the researcher of the specific requirement and steps for obtaining written administrative support for the study at the district and site levels.
    - i. REAA notifies the assistant level Superintendent(s) and/or district level department head of the future contact by the researcher.
    - ii. Steps for Obtaining Administrative Support before REAA Approval:

**Option 1 (Current Procedures):**

- a. If the study proposes to involve participants in two or more schools/sites, it requires the written support or endorsement of the appropriate level assistant superintendent(s).
  - i. If the research has implications for a particular department (e.g., Professional Learning or Student Services, etc.), REAA provides a courtesy communication to the district level department head to inform him/her of the research request.
- b. The principal investigator sends the completed Local Site Support Form to the appropriate level assistant superintendent(s) for review and signature.
  - i. If the research involves a department such as Professional Learning or Student Services, REAA notifies the administrator responsible for the department or program.
  - ii. If administrative support is given, REAA notifies principal(s) and/or site administrator of endorsement and subsequent contact by researcher regarding his/her support (Local Site Support Form) and voluntary nature of participation.
- c. The principal investigator sends the completed Local Site Support Form to the appropriate site administrator(s) for review and signature.
- d. The principal investigator submits the CCPS Application packet or detailed proposal and forms to REAA for review and approval.



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**Option 2:**

- a. The principal investigator sends the completed Local Site Support Form to the appropriate level assistant superintendent(s) for review and signature.
  - i. If assistant level superintendent(s) sign(s) the Local Site Support Form, he/she informs the Chief Academic Officer of the endorsement if approved by REAA.
  - ii. If *all* level assistant superintendents provide written support for the study if approved by REAA, the principal investigator obtains signed Local Site Support Form from each administrator and/or site administrator.

**Option 3:**

- a. The principal investigator sends the completed Local Site Support Form for review and signature.
  - i. Obtain signed Local Site Support Form from appropriate level assistant superintendent(s).
  - ii. If both level assistant superintendents provide written support for the study if approved by REAA, obtain signed Local Site Support Form from each principal or site administrator.

Written Support for the study if approved by REAA and/or RRB:

**Option 1 - Current Administrative Support Procedures:**

1. school or site to be involved in research:

- Principal investigator obtains signed Local Site Support Form or Consent from the principal or site administrator.

2. or more schools and/or sites to be involved in research:

- The principal investigator first obtains signed Local Site Support Form or Consent Form from the appropriate level assistant superintendent(s)
- Subsequently, the principal investigator obtains a signed Local Site Support Form or Consent from each principal and/or site administrator proposed in the study

**Option 2:**

1. school or site to be involved in research:

- Principal investigator obtains signed Local Site Support Form or Consent from the principal or site administrator.

2. or more schools and/or sites to be involved in research:

- The principal investigator first obtains signed Local Site Support Form or Consent Form from the appropriate level assistant superintendent(s)
- The level assistant superintendent(s) inform the Chief Academic Officer of agreement to support the study upon review and approval of REAA. [Decide: Require or do not require Chief Academic Officer signature?]
- If the assistant level superintendent(s) sign the Local Site Support Form, the principal investigator then obtains a signed Local Site Support Form or Consent from each principal and/or site administrator proposed in the study.



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**Appendices**



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Appendix A  
Research Application

**IDENTIFICATION OF THE RESEARCH**

Title of Proposed Research Study

**Contact Information**

Researcher Name

Address

Phone Number

Cell Number

E-Mail Address

Job Title

Employer Name

Address

Phone Number

Cell Number

E-Mail Address

**Additional Contact Information**

Major Professor

Address

Phone Number

E-Mail Address

**Co-Researchers**

Name

Address



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Phone Number	
E-Mail Address	
Name	
Address	
Phone Number	
E-Mail Address	

**Sponsor(s) of Research  
(Staff member from sponsoring agency or organization.)**

Name	
Address	
Phone Number	
E-Mail Address	
Name	
Address	
Phone Number	
E-Mail Address	

**Context of Research**

Class Assignment      
 Dissertation      
 Thesis      
 Other If "other",

please explain (federal data collection, state data collection, grant procurement, etc.)

**RESEARCH GOALS**

**Rationale for the Study:**

- Explain the significance of this study and why it should be conducted.
- Please cite research and/or data that support the rationale for the study.



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**Statement of the Research Problem:**

**Research Questions: [Questions must be aligned with the rationale and research problem.]**

- 1.
- 2.
- 3.
- 4.
- 5.

**BENEFITS OF PROPOSED RESEARCH TO CLAYTON COUNTY  
PUBLIC SCHOOLS**

Proposed research must a) focus on improving the quality of Teaching or Leadership in Clayton County Public Schools b) align with at least one of the six district goals outlined in the [Balanced Scorecard or district initiatives](#) and c) address the academic achievement plan by focusing on one the areas of:

1. Literacy
2. Numeracy,
3. Critical Thinking, or
4. Integrated Technology

***Describe the alignment with specific goals of the BalancedScorecard.***

***Describe the benefits to the Clayton County Public School System. [Be specific.]***



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**METHODOLOGY: DESCRIPTION OF PROCEDURES**

<b>Proposed Project Start Date:</b>	
<b>Proposed Project End Date (i.e., projected university or agency approval date for final report of findings):</b>	
<b>Data Collection Start Date (cannot occur prior to CCPS research approval):</b>	
<b>Data Collection End Date:</b>	
Students (#):	Students by Grade (#):
Teachers (#):	Teachers by Grade(#):
Administrators (#):	Admin. by Level (Elementary, Middle or High):
Support Staff (#):	Staff by Level (Elementary, Middle or High):
Parents (#)	Parents by Grade (#):
Number of comparison groups (if groups are being compared based upon a treatment or certain characteristics):	
Relationship of Researcher(s) to Research Participants:	

**Description of Sampling Procedures:**

**(How were participants selected for the proposed research project? Explain the rationale used to determine the appropriate sample size for this study.**

**NOTE: If sampling procedures yield unequal groups, explain how this will be addressed/controlled to yield valid comparisons and generalization.)**

**How much time will be required of the various individuals participating in the study, and when will this occur?**

**What are participants *specifically* asked to do?**

**Proposed school(s) to be included in the research project:**





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If a research-based intervention or strategy is being applied, describe the theoretical context and provide the research-based reference for the effectiveness and/or validity of the intervention or strategy.

Describe the specific procedures and steps for obtaining consent / permission from parents/guardians and adult participants. [NOTE: Procedures should not result in undue pressure or sense of obligation to volunteer due to a power differential.]

Explain how *assent* will be obtained from student research participants (if applicable).

If consent/permission/assent will be required of non-English speakers, describe the specific procedures for providing an accurate translated consent form and/or for ensuring and documenting that participants have received consent information in an understandable language prior to volunteering.

Describe the *specific* procedures for accessing and protecting identifiable, private information [i.e., students, teachers, administrators, school(s), and system]:

NOTE: Procedures must comply with district policies and legal / ethical mandates.

Identify any potential benefits and risks for participants related to the research.	
Potential Benefits	Potential Risks

Please identify specific safeguards and steps to be taken in the event a potential risk occurs.

**METHODOLOGY: RESEARCH DESIGN INFORMATION**

Type of Research
<input type="checkbox"/> Quantitative <input type="checkbox"/> Qualitative <input type="checkbox"/> Mixed Methods

Research Design Description (Identify type and specifically describe):



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**Data Description and Collection Information**

1. List *specific* data that will be collected directly from the research participants *by the researcher* (e.g., student achievement scores in reading comprehension or teacher opinion of student discipline issues).
2. Include a copy of all surveys, interview protocols, tests, checklists or other data collection instruments to be administered by the researcher.
3. Provide the anticipated dates of data collection in column 3.

<i>1) Data to be Collected by the Researcher</i>	<i>2) Data Collection Instruments</i>	<i>3) Anticipated Date of Data Collection</i>

Please provide the validity and reliability data for each proposed data collection instrument. [NOTE: The design, purpose and use of selected instruments must yield valid data that allows the researcher to answer the research questions.]

**Data Requests and Access to Information**

1. Identify what specific information and access to records (if applicable) will be requested. This includes student grades, test scores, attendance data, discipline data, and/or demographics.
2. Identify the source and location of the data.
3. Provide the anticipated date for requesting the data and/or access to information.

<i>Data to be Requested</i>	<i>Source &amp; Location of Data</i>	<i>Anticipated Date of Data Request</i>

Identify the specific data points or units of measurement you will use in your analysis(es) to answer your research questions and explain why these units of measurement were chosen. (For example, a person might use the standard score, percentile, or normal curve equivalent of a specific achievement test to assess or compare achievement of students.)

**Methods of Data Analysis:**

Identify specific statistical measure(s) (e.g., ANOVA, t-test, etc.) that will be used to answer the research question(s). [NOTE: The statistical measures must appropriately align with the research questions and design.]



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**Based upon the literature review, researchers utilizing qualitative designs must provide the following:**

*theoretical framework*

*coding scheme*

*data validation procedures*

**\*Will anyone other than the researcher be involved in the data analysis process?**

Yes  No

If YES, who will assist with data analysis procedures?

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

**Title:** \_\_\_\_\_

**\*NOTE:** If the data or information collected or accessed by the research contains identifiable information protected under confidentiality and privacy laws, the researcher must ensure that the consents identify all persons involved in the collection and/or analysis of the data in addition to the primary researcher(s).



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**RESUME/VITA**

Please include a copy of your resume or curriculum vita. The resume/vita should be submitted as a *separate* document. Do not insert the vita/resume into the application template.

**ADDITIONAL FORMS**

The following forms must be included with the research proposal application to be accepted for review approval:

**A. University Research Application Approval Form**

Any individual requesting approval to conduct research for partial fulfillment of requirements for an advanced degree from an institution of higher education must submit the "College/University Research Application Approval Form" *signed* by the research applicant's university advisor, research committee member, major professor or instructor. The signature verifies that the university educator 1) has reviewed the applicant's *completed CCPS application* and 2) has *deemed it to be sound and appropriate* with regard to *research design, methodology and legal/ethical guidelines*.

**B. Local Site Research Support Form**

All individuals conducting research in a Clayton County Public School must submit this form, signed and dated by the site administrator at the proposed school(s). Principals or other school district administrators may not approve research projects. Formal approval is granted only by the Director of Research, Evaluation and Assessment at the recommendation of the CCPS Research Review Board. *If more than one school site is involved*, the appropriate level Assistant Superintendent(s) as well as each principal *must* sign a separate support form. In this case the research applicant must first obtain the signed support form from the assistant superintendent(s) prior to seeking a signed form from each of the principals. Only one signed form per Assistant Superintendent is required for a study. Although the Local Site Research Support Form may be signed by the appropriate principal(s) and/or assistant superintendent(s), participation in an independent research study is voluntary and cannot be mandated.

**C. Research Applicant Agreement Form**

**D. Parent/Guardian Permission Form\* (if applicable)**

**E. Teacher Consent Form\* (if applicable)**

**F. Student Assent Form\* and Student Assent Script (if applicable)**

\* CCPS permission/consent/assent templates must be used. The researcher must edit the template so that it contains additional language and information unique to the study.

\*Violation of these requirements may result in withdrawal of the research approval and ban of both the researcher and the sponsoring organization/employer from conducting future research activities in Clayton County Public Schools.

**G. Resume or Vita**

The resume/vita should be submitted as a *separate* document. Do not insert the vita/resume into the application template.

**H. Instrumentation (e.g., surveys, questionnaires, interview protocols, tests, etc.)**

**I. Background Clearance (if applicable)**

Upon receipt of written approval of the research application, *all non-CCPS researchers* must provide REA with a criminal history check on or before the official start date designated by REA in the notification. Only criminal history checks conducted within the last 12 months will be accepted. Criminal background checks can be obtained a local police or sheriff department at the researcher’s own expense.

***Research Application Form Checklist***

- A. University Research Approval Form (signed) - original only no copies required
- B. Local Site Research Support (signed) – original only no copies required
- C. Research Applicant Agreement Form (signed) - original only no copies required
- D. Parent Permission Form\*\*
- E. Teacher Consent Form\*\*
- F. Student Assent Form\*\* (and Student Assent Script if applicable)
- G. Resume or Vita original only – no copies required
- H. Research Instruments (e.g., surveys, questionnaires, interview protocols, tests)
- I. Background Clearance (if applicable)

\*\* CCPS permission/consent/assent templates must be used. The researcher must edit the template so that it contains additional language and information unique to the study.



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**Appendix B**  
**Research Revision Request Form**

**Section 1:**

The completion of this form signifies an applicant’s submission to the Clayton County Public Schools Executive Director of Research requesting modification or changes to measurable parameters currently contained within a previously approved research application. This request shall be submitted to and require approval by members of the (RRB) Research Review Board within 30 thirty workdays of receipt by the Executive Director of Research. The Executive Director of Research shall then require the approval and subsequent signatures of three (3) NIH (National Institute of Health) certified and current board members. Approval or denial by the board shall not be contingent on prior revision or submission, nor shall subject matter perception surface as a consideration in any way.

**Section 2:**

By virtue of the signature(s) and dates of the applicant and the 3 (three) designated board members on this document, all parties agree to adhere to the following unequivocal ethical and moral principles (Dubrin, 2009):

- Integrity – consistency in adhering to the moral and ethical standards of the Clayton County Public School System when faced with alternative choices.
- Consistently being honest and truthful with others.
- Loyalty – being devoted and committed to the Clayton County Public School organization, supervisors, co-workers and subordinates.
- Selflessness – genuine concern about the welfare of others and a willingness to sacrifice one’s personal interests for others and Clayton County Public Schools.
- Compassion – concern for the suffering or welfare of others, providing aid or showing mercy for others as participants in the Clayton County Public School system.

**Section 3:** \*Please provide a description of the revision in this box:

**Section 4:**

*\*Penalties for non-compliance with Section 2 and/or adherence include a report to the applicant institution and/or termination of application.*

Applicant  
 Name printed, signed and dated

Research review Board Member  
 Name printed, signed and dated

Research Review Board member  
 Name printed, signed and dated

Research Review Board member  
 Name printed, signed and dated



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**Appendix C**  
**University Research Application Approval Form**

After reviewing, the research applicants completed CCPS Research Application Form; this form must be completed and signed by the student researcher's major professor, advisor, instructor or a committee member. This form is required for all research studies for which the student will receive college/university credit.

**Section I: (To be completed by the student researcher)**

Name of Researcher: \_\_\_\_\_

**1. Title of Research Proposal:** \_\_\_\_\_

**2. College or University:** \_\_\_\_\_

**Section II: (To be completed by the major professor, advisor, instructor, or committee member)**

My signature certifies that I have read the completed *CCPS Research Application* of the student identified in Section One above and have deemed it to be sound and appropriate with regard to *research design, methodology, and legal/ethical guidelines*. Furthermore, the proposed research described in the CCPS research application meets or exceeds the minimum standards considered acceptable by my university for the following purpose:

**Please check the appropriate box**

- Dissertation for a doctoral degree
- Thesis for a master's degree
- Project for a specialist degree
- Class project – course title: \_\_\_\_\_
- Other – please specify: \_\_\_\_\_

\_\_\_\_\_  
Signature or University Official

\_\_\_\_\_  
Printed Name of University Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date



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**Appendix D**  
**Local Site Research Support Form**

*A Local Site Research Support Form must be signed by the School Principal of each school involved in the proposed study. If the research is to be conducted in more than one school, a separate Local Site Research Support Form must also be signed by the appropriate Assistant Superintendent(s). Therefore, research in multiple sites requires one signed a form from the Assistant Superintendent(s) and one signed a form from each of the principals involved in the study.*

**NOTE:** Signature request(s) are obtained only after final approval of the research application. Attach approval letter when requesting signatures.

Name of School(s) /Site(s): \_\_\_\_\_

Name of Researcher: \_\_\_\_\_

**Section I. Research Project (Researcher must complete sections A, B, C, D, E, and F below)**

- A. Title:
- B. Statement of the Problem:
- C. Subjects or Population for the Proposed Study: D. Researcher’s Purpose in Conducting this Study:
- D. Dates Research Will be Conducted: \_\_\_\_\_ to \_\_\_\_\_
- E. Description of the time and involvement for all individuals involved in the study (i.e., students, teachers, administrators, etc.)

**Section II. All researchers must adhere to the following guidelines:**

- A. Protect the rights and welfare of all human subjects.
- B. Inform students, parents, and/or staff members that they have the right to decline participation in the proposed research without penalty or loss of benefits.
- C. Adhere to Board policies and all applicable laws that govern conducting research and the protection of privacy and confidentiality of student and staff records.

**Section III. After the Local Site Administrator signs below, forward this completed signed form with the complete application to the following:**

Via CCPS Inter-Office Mail	Via U.S. Mail
Dr. Michael V. Tappler Division of Accountability and Assessment Central Office	Dr. Michael V. Tappler Division of Accountability and Assessment 1058 Fifth Avenue Jonesboro, GA 30236

**My signature signifies that I am willing to work with the researcher named above upon receipt of an approval letter. I understand that I may withdraw from the study at any time.**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Signature of Assistant Superintendent (If applicable)**

\_\_\_\_\_  
**Printed Name of Principal**

\_\_\_\_\_  
**Printed Name of Assistant Superintendent (If applicable)**

**Date:** \_\_\_\_\_





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**Appendix E**  
**Research Application Agreement**

**Research Applicant** \_\_\_\_\_  
**Research Title** \_\_\_\_\_  
**Home Address** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_  
**Employer** \_\_\_\_\_

Telephone    Work: \_\_\_\_\_    Home: \_\_\_\_\_  
                    Fax: \_\_\_\_\_    Email: \_\_\_\_\_

Project Dates (Start / Completion \_\_\_\_\_)    Date Final Report Due to CCPS \_\_\_\_\_

I understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act of 1973 (FERPA) and the implementing federal regulations found in 34 CFR Part 99. I understand that participation in a research study by students, parents, and school staff is strictly voluntary.

In addition, I understand that any data, data sets or outputs that I or any authorized representative may generate from data collection efforts throughout the duration of the research study are confidential, and the data are to be protected. I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential data. I also understand that students, schools, or the district may not be identified in the research report. Data with names or other identifiers (such as student numbers) will be disposed of when their use is complete.

I understand that acceptance of this request for approval of a research project in no way obligates the Clayton County School District to participate in the research. I also understand that approval does not constitute a commitment of resources or endorsement of the study or its findings by the school system or by the Board of Education.

I understand that I am subject to a criminal background check (all non CCPS employees only). Upon receipt of written approval of the research application, *all non-CCPS researchers* must provide the Division of Accountability and Assessment with a criminal history check *on or before the official start date* designated by the Division of Accountability and Assessment in the approval notification. Only criminal history checks conducted within the last 12 months will be accepted. (\*Violation of these requirements may result in withdrawal of the research approval and ban of both the researcher and the sponsoring organization/employer from conducting future research activities in Clayton County Public Schools.)

If the research application is approved, I agree to abide by standards of professional conduct while working in the schools. I understand that failure to do so could result in termination of the research study. I understand that permission to conduct the study in CCPS is rescinded if the data has not been collected and the study has not been completed on or before one calendar year of the initial RRB approval notification date. I understand that I must strictly adhere to the methodology and procedures specified in the approved application. *Any change(s) to RRB-approved research must be submitted and approved by the RRB. Changes cannot be implemented until written approval is granted (See Appendix B). If revisions are approved by the RRB, I understand that the research must still be completed within one calendar year of the initial RRB approval notification date.*



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I agree to send a final copy of the results to the Division of Accountability and Assessment within *30 calendar days of the "proposed project end date" in the approved research application*. I understand that the study is not complete until this report has been provided to the Clayton County School District. I understand that I must submit a written request to revise the date ("Proposed Project End Date") for submitting the final report. If the final report or written request has not been received by the "proposed project end date," the dean of my college/university or the director of the sponsoring agency will be notified. Further studies from the same university, agency, and/or individual may not be approved until this requirement is completed. I agree to provide a presentation of the findings to a CCPS audience identified by the Division of Accountability and Assessment upon the completion of the study. I agree to grant Clayton County Public Schools free and universal access to and use of any data, instrument and/or products resulting from this research project.

\_\_\_\_\_  
Research Applicant Signature

\_\_\_\_\_  
Date



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**Appendix F**  
**Parent/Guardian Permission Form**

**[Edit the language in this template to align with your proposed research study.]**

**I. Purpose**

\_\_\_\_\_ has received permission from the Research Review Board of the Clayton County Public School system to conduct the research study entitled, \_\_\_\_\_. The purpose of this research is to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**II. Participation in the Study**

Your child has been asked to participate in this research study between the dates of \_\_\_\_\_. The manner of your child’s participation will include the following: \_\_\_\_\_

Participation in this study is voluntary and will not affect your child’s grades or future classroom placements. If you decide to withdraw permission after the study begins, please notify the school of your decision.

**III. Risks and Discomfort**

Minimal risks are anticipated as a result of your child’s participation. As a general rule, researchers are not permitted to conduct any studies that will disrupt the order of the typical instructional program found at any Clayton County Public School.

**IV. Benefits**

As the parent and/or guardian of a student(s) participating in this research study, the researcher believes that the information produced will improve the quality of instruction and types of services it provides for all children in Clayton County Public Schools.

**V. Confidentiality**

All information is confidential and will only be used for research purposes. Anonymity is assured as your child’s name will not appear in any written reports that stem from data collected by the researcher. Information collected will be stored [insert location] until [insert date]. At that time, all information associated with the present study will be destroyed.

**VI. More Information**

If you have questions or concerns about this study, please contact \_\_\_\_\_ at \_\_\_\_\_. If you have any questions about the human rights of your child, contact \_\_\_\_\_, Director of \_\_\_\_\_ University IRB at \_\_\_\_\_ or by email at \_\_\_\_\_.

**VII. Informed Consent**

If you have read and understood the information above and agree to let your child participate in this research, please print and sign your name below.

_____ Name of Student (Please print)	_____ Name of School
_____ Name of Parent/Guardian (Please print)	_____ Parent/Guardian Signature
_____ Date	



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**Appendix G**  
**Teacher Consent Form**

**[Edit the language in this template to align with your proposed research study.]**

**I. Purpose**

\_\_\_\_\_ has received permission from the Research Review Board of the Clayton County Public School system to conduct the research study entitled, \_\_\_\_\_. The purpose of this research is to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**II. Participation in the Study**

You have been asked to participate in this research study between the dates of \_\_\_\_\_. The manner of your participation will include the following: \_\_\_\_\_

Participation in this study is voluntary and will not affect your performance evaluation. If you decide to withdraw permission after the study begins, please notify the school of your decision.

**III. Risks and Discomfort**

Minimal risks are anticipated as a result of your participation. As a general rule, researchers are not permitted to conduct any studies that will disrupt the order of the typical instructional program found at any Clayton County Public School.

**IV. Benefits**

As a participant in this research study, the researcher believes that the information produced will improve the quality of instruction and types of services it provides for all children in Clayton County Public Schools.

**V. Confidentiality**

All information is confidential and will only be used for research purposes. Anonymity is assured as neither you or your students' names will not appear in any written reports that stem from data collected by the researcher. Information collected will be stored [insert location] until [insert date]. At that time, all information associated with the present study will be destroyed.

**VI. More Information**

If you have questions or concerns about this study, please contact \_\_\_\_\_ at \_\_\_\_\_ . If you have any questions about the human rights as a research participant, contact \_\_\_\_\_, Director of \_\_\_\_\_ University IRB at \_\_\_\_\_ or by email at \_\_\_\_\_.

**VII. Informed Consent**

If you have read and understood the information above and agree to participate in this research, print and sign your name below.

_____ Name of Teacher (Please print)	_____ Name of School
_____ Teacher Signature	_____ Grade Level/Subject
_____ Date	



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**Appendix H**  
**Student Assent Form**

**[Edit the language in this template to align with your proposed research study.]**

**I. Purpose**

\_\_\_\_\_ has received permission from the Research Review Board of the Clayton County Public School system to conduct the research study entitled, \_\_\_\_\_. The purpose of this research is to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**II. Participation in the Study**

You have been asked to participate in this research study between the dates of \_\_\_\_\_. The manner of your participation will include the following: \_\_\_\_\_

Participation in this study is voluntary and will not affect your grades or future classroom placements. If you decide to withdraw permission after the study begins, please notify the school of your decision.

**III. Risks and Discomfort**

Minimal risks are anticipated as a result of your participation. As a general rule, researchers are not permitted to conduct any studies that will disrupt the order of the typical instructional program found at any Clayton County Public School.

**IV. Benefits**

As a student participating in this research study, the researcher believes that the information obtained from this study will improve the quality of instruction and types of services it provides for all children in Clayton County Public Schools.

**V. Confidentiality**

All information is confidential and will only be used for research purposes. Anonymity is assured which means that your name will not appear in any written reports that stem from data collected from the research. Information collected will be stored [insert location] until [insert date]. At that time, all information associated with the present study will be destroyed.

**VI. More Information**

If you have questions or concerns about participating in this study, please contact your \_\_\_\_\_ at \_\_\_\_\_.

**VII. Informed Assent**

If your participation in this study has been explained and you have read and understood the information above, please print and sign your name below to show that you agree to participate in the study.

_____	_____
Name of Student (Please print)	Name of School
_____	_____
Student Signature	Date
_____	_____
Witness	Date