

Instructions for electronic submission of the *DCPS Request to Conduct Research Form 012204*

To prepare and submit the DCPS Request to Conduct Research Form 012204, complete the following steps:

1. Retrieve the file DCPS Request to Conduct Research Form 012204.pdf from <http://www.duvalschools.org/reseval/administration/> and save it to a location on your computer.
2. Complete all of the sections of DCPS Request to Conduct Research Form 012204 and save the completed form to a location on your computer. It is strongly suggested that the completed form be saved using a different filename.
3. Print Page 5 of the document (the signature page) and complete all required signatures.
4. Email the entire document, including the unsigned page 5, along with the required attachments to ballentint@duvalschools.org. The required attachments are:
 - Proposal Description (REQUIRED - See pages 6 - 7 for outline of required narrative description)
 - Copies of each data collection instrument to be used (REQUIRED)
 - Copy of the Institutional Review Board (IRB) for Human Subjects from the researcher's college/university for master's theses and doctoral dissertations (REQUIRED)
 - Consent forms if the study is to include parents, students, or DCPS staff members (REQUIRED)
 - Other as specified on page 5.
5. Deliver the signed page 5 to Tim Ballentine using one of the following delivery methods:
 - Scan the signed page to a JPG file and attach the JPG file of the signed page to the email above.
 - Send the signed page via Fax at (904) 390-2555
 - Send the signed page via US Mail to:

Tim Ballentine
Executive Director, Instructional Research and Accountability
1701 Prudential Dr.
Jacksonville, FL 32207

This process for electronic delivery of the research request allows us to begin the preliminary review of the research request. Ultimately, we will need a printed version of the completed request document, including all required attachments, delivered to the address above before final approval of the research may be granted.