

SUMMARY

Duval County Public Schools (DCPS) provides the opportunity for quality research studies to be conducted within the system by graduate students and by other professionally and technically qualified individuals and research organizations.

Factors that are considered in assessing whether the school system will cooperate in a research study:

1. The technical soundness of the proposal design
2. The appropriateness of the research topic for support in the public setting
3. The availability of appropriate research sites and subjects
4. The nature and degree of interruption within the ongoing educational program
5. The types of background data requested about the subjects of the proposed study and the nature of personal information to be collected from the subjects themselves
6. The kind and number of data-gathering procedures or instruments to be used in the study
7. The need for schools to safeguard the personal and legal rights of students, parents, and staff

The following categories of research proposals will be considered for approval:

1. Proposals for research activities originating within DCPS offices, departments, divisions, and other units, transmitted through their central office administrative channels
2. Responses to DCPS requests for proposals (RFP's) for external audits and research
3. Unsolicited research proposals from individuals or organizations independent of DCPS
4. Proposals for studies for master's theses and doctoral dissertations originating from DCPS employees
5. Proposals for studies for doctoral dissertations originating from proponents other than DCPS employees

DCPS will not accept applications to conduct research studies to meet requirements of routine undergraduate or graduate course papers from any individuals or groups.

The Office of Research, Assessment, and Evaluation is responsible for evaluating each request for research support, and the researcher(s) must obtain approval as indicated by the signature of the General Director for Research, Assessment, and Evaluation before the study begins.

Proposals involving sensitive issues or substantial commitment of DCPS resources may be referred to the District's Institutional Review Board (IRB), the Superintendent of Schools or the Chief of Staff for approval, disapproval, or transmittal to the School Board for review.

The approval process may take as long as six weeks. Please submit your request for support in sufficient time to meet your anticipated timeline. Research activities involving students may not be conducted from April 1 through August 31, unless the project is originated by Duval County Public Schools.

The Office of Research, Assessment, and Evaluation cannot assist applicants with research design, development or implementation of data collection instruments, analysis of data, or composition of the final report except as indicated in the evaluation provisions of the *Guidelines for Requesting to Conduct Research in Duval County Public Schools*.

Student and parent participation in a study is voluntary. Participation by DCPS personnel is also voluntary unless otherwise specified by the Superintendent of Schools or the Chief of Staff. Every data collection instrument must contain a clearly visible statement to that effect on its cover page. Anonymity of all participants must be preserved. The identity of schools or the school system may be disclosed only under authorization by the Superintendent of Schools or the Chief of Staff.

The applicant is responsible for submitting an acceptable health certificate for all project staff who are not DCPS employees if the research activity requires contact with students. Health certificates must be submitted to the school's principal prior to student contact.

For additional details on DCPS policy and procedures on supporting and screening research proposals, refer to the *Guidelines for Requesting to Conduct Research in Duval County Public Schools*. Copies are available upon request and may be downloaded from the DCPS website.

INSTRUCTIONS: Applicants who wish to conduct research in Duval County Public Schools must complete and submit this form, *Request to Conduct Research*, and all required attachments, to the Office of Research, Assessment, and Evaluation, Duval County Public Schools, 1701 Prudential Drive, Suite 651, Jacksonville, Florida 32207.

Research Request Submission Date: _____ Applicant Name: _____

Project Name: _____

For RAE Office Use Only: Processing Status

Date Request Received: _____ Date Reviewed: _____ Reviewer: _____

Initial Reviewer Recommendation: Approve Reject Refer to IRB Return for Revision _____ (Date)

IRB Recommendation: Approve Reject Not Applicable _____ (Date)

Supt/COS Recommendation: Approve Reject Not Applicable _____ (Date)

Final Decision: Approve Reject Comment: _____

NOTE: Type the requested information in the spaces provided. Enter an "X" in the appropriate choice boxes.

A. APPLICANT INFORMATION

1. Name: Mr. Mrs. Miss Ms. Dr. _____

Home Address: _____
Street City State Zip

Business Name: _____

Business Address: _____
Street City State Zip

Your Professional Position/Title: _____

Home Telephone Number: _____ Business Telephone Number: _____

E-mail Address: _____

2. Are you employed by Duval County Public Schools? Yes No

If "Yes," indicate status: Full-time Employee Part-time Employee Employee on leave

3. Is this proposal related to the degree requirements of a college or university?

Yes No (If "Yes," continue with items a, b, and c of this section; otherwise skip to question 4.)

a) What degree requirements? Master's Doctorate Other (specify): _____

b) Who is your advisor or committee chairperson?

Name: _____ Phone: _____

Institution: _____ Department _____

Address: _____
Street City State Zip

c) What is the approval status of your proposal at your college or university?

Formally approved Approved by advisor but not by thesis/dissertation committee Not at the approval stage

4. If you answered "No" to Question 3, indicate the impetus for this proposal:

A component of an existing DCPS program/project An external research organization

A response to a request for proposals (RFP) or grant announcement

An individual researcher. Briefly describe your area of research specialization and activity:

5. Indicate your degree status: Non-degree Baccalaureate Master's Specialist Doctorate

6. How will the cost of this study to be funded?

By applicant By applicant's institution, organization, or business By DCPS program funds

By government foundation, or other research grant (explain): _____

B. MAJOR FEATURES

NOTE: All applications must be accompanied by a full technical proposal submitted as an attachment to this application form and project summary. See pages 6 - 7 for details.

1. Title of study _____

2. Anticipated timeline for conducting the research: Begin _____ End _____

3. Research questions/hypotheses to be explored:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

4. Site(s) to be included in the study:
 - a. Check all that apply: Elementary Schools Middle Schools High Schools District Office(s)
 - b. Are there specific schools you wish to include in the study? Yes No

If "Yes", please specify: _____

 - c. Are there specific "other" research sites you wish to include? Yes No

If "Yes" please specify: _____

C. DATA REQUIREMENTS

1. Will data be collected from/about students?
 Yes No (If "Yes," continue with items a, b, c, and d of this section; otherwise skip to question 2.)
 - a. Total number of students needed for this study _____
 - b. Check and describe any specific criteria for selection of students to take part in the study.
 - Grade level(s) _____
 - Ability/Achievement level(s) _____
 - Race/Ethnicity _____
 - Gender _____
 - Enrollment in specific program(s) _____
 - Recipient of special education services _____
 - Other (specify): _____
 - c. Will student test data be required? Yes No

If "Yes," specify the test(s) by name and scores/data needed: _____

 - d. Are historical/archived data on current students required? Yes No If "Yes," specify: _____

2. Will data be collected from/about school staff, parents, or former students?

Yes No (If "Yes," continue with items a, b, c and d of this section; otherwise skip to section D.)

a. Check all that are applicable. Indicate the number needed and briefly describe the individuals' roles in the study.

<u>Target Population</u>	<u>Number Needed</u>	<u>Role of Individuals</u>
<input type="checkbox"/> Classroom teachers	_____	_____
<input type="checkbox"/> School-based administrators	_____	_____
<input type="checkbox"/> District office administrators	_____	_____
<input type="checkbox"/> Parents	_____	_____
<input type="checkbox"/> Former students/graduates and/or their family members	_____	_____
<input type="checkbox"/> Support Staff (i.e., technology, resource teachers, media center)	_____	_____
<input type="checkbox"/> Other (specify):	_____	_____

b. Are historical/archived data on staff required? Yes No If "Yes," specify: _____

c. Are historical/archived data on parents required? Yes No If "Yes," specify: _____

d. Are historical/archived data on former students or graduates and/or their families required? Yes No

If "Yes," specify: _____

D. INSTRUMENTS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

1. What tests, observation guides, questionnaires, attitude scales, interest inventories, surveys, and/or other typed or printed instruments will be used? Be specific.

<u>Type of Instrument</u>	<u>Purpose/Description</u>	<u>Who Will Respond or Be Observed?</u>	<u>Is the Instrument Researcher Made?</u>	<u>Estimated Administration Time Needed</u>
<input type="checkbox"/> Group test	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Individual test	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Questionnaire/Survey	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Interview guide	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Observation guide	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Attitude/Interest inventory	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Other (specify)	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

NOTE: Copies of all data collection instruments for this proposed study must be included with the submission of this document and must be approved by the General Director for Research, Assessment, and Evaluation prior to use.

2. Will instructional materials or equipment be used for research purposes? Yes No

If "Yes," explain: _____

E. REQUESTED PARTICIPATION OF DCPS STAFF

1. Will teachers be asked to assist with this study? Yes No

If "Yes," who and how much time will be needed? _____

2. Will other school system personnel be asked to assist with this study? Yes No

If "Yes," who and how much time will be needed? _____

F. ATTACHMENTS

Check items you are attaching to this application:

- 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, (specify): _____

G. RESEARCH REPORT REQUIREMENT

The *Guidelines for Requesting to Conduct Research in Duval County Public Schools*, Section VIII-C, provides the following:
When students, DCPS staff members, or parents are participants in a research study, an executive summary of no more than 25 pages will be prepared and reproduced by the researcher, and one copy is to be provided the Office of Research, Assessment, and Evaluation. In addition, the department may request one complete copy of each report or product developed as a part or outcome of the research project. No charge will be made of DCPS for any of these reports, copies, or products; and all will be provided within 30 days of the development of the report or product, or within 30 days of the end of the study, whichever comes first.

Your signature on the line below indicates agreement with the following statement: I have read and agree to follow the *Guidelines for Requesting to Conduct Research in Duval County Public Schools*, Section VIII-C, Research Activity Reports, regarding report requirements.

Signature: Applicant

Date

H. SIGNATURE OF THESIS/DISSERTATION COMMITTEE CHAIRPERSON (if applicable)

I have reviewed the enclosed research proposal and find it to be technically competent, theoretically sound, and significant in focus.

Signature: Committee Chairperson

Date

Title of Study _____

TO BE COMPLETED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND EVALUATION

Clearance Recommendation:

- Approval Disapproval Provisional Approval (contingent upon compliance with modification(s) below)

Remarks, including specific required modification(s) or reason(s) for disapproval: _____

Signature: General Director for Research, Assessment, and Evaluation

Date

TO BE COMPLETED BY THE SUPERINTENDENT OF SCHOOLS OR CHIEF OF STAFF (If Appropriate)

The magnitude and importance of this study is such that participation by appropriate staff is compulsory.

Signature: Superintendent of Schools/Chief of Staff

Date

GUIDELINES FOR PROPOSAL NARRATIVE

The proposal narrative must discuss the research issues and rationale for the investigation; present a list of hypotheses; name specific instruments that will be used to meet specific study requirements; and discuss in detail the sampling, data collection, and data analysis strategies that will be used in the study.

Proposals are limited to a maximum of 50 pages. Resumes and write-ups of previous personal experience, if required, are considered addenda and will not count as part of the 50-page limit.

The proposal should be organized in the following manner. Asterisks indicate REQUIRED chapters.

Chapter

- *1. **PROPOSAL OVERVIEW** - The *Request to Conduct Research in Duval County Public Schools* (this document) constitutes the Proposal Overview.
- *2. **BACKGROUND AND STUDY DESIGN** - This chapter should address in detail the background and specific research objectives of the study, hypotheses to be tested, and questions to be addressed. It should demonstrate the applicant's familiarity with the research issues to be considered in developing and implementing the activities described in the proposal. Awareness of relevant ongoing and previous research should be demonstrated, and attention should be given to the strengths and weaknesses of related efforts. The chapter should discuss how the proposed research complements or improves upon previous efforts.
- *3. **INSTRUMENT DEVELOPMENT/IDENTIFICATION** - This chapter should address the instrumentation requirements of the study. Specific instruments should be identified. When questionnaires, unobtrusive observation protocols, or interview protocols are specified, content and respondent burden should be addressed. Applicants should indicate the approximate response time required for each instrument, keeping in mind the importance of minimizing the respondent burden. If instrument development is proposed as part of the research, a justification must be presented to document the need for new measures. A listing of key data elements to be collected from each type of respondent should be included along with a rationale for collecting each of the key items of information. Copies of instruments proposed for use in the study must be attached to the proposal.
- *4. **SAMPLING** - The sampling schema should be discussed fully in this chapter. If the plan includes sampling of students, parents, or DCPS employee groups, the methodology should be clearly presented in this chapter; the number of respondents for each type should be specified.
- *5. **DATA COLLECTION METHODOLOGY** - Both the data collection strategies and the data collection procedures for the proposed study should be fully addressed in this chapter.
- *6. **DATA ANALYSIS** - This chapter should detail the analytical procedures that will be used in the study, addressing each of the key data elements identified in Chapter 3. Relationships between the analysis proposed and the hypotheses identified for testing in Chapter 2 should be specified.
- *7. **PROPOSED SCHEDULE OF PERFORMANCE** - The time frame during which each task will be accomplished must be specified. Time spans should be denoted in calendar days and/or months.
- *8. **SUMMARY OF STAFF ASSIGNMENTS AND USE OF RESOURCES** - This chapter should identify the specific individuals who will be needed to accomplish each task and the anticipated task-by-task time commitments required of each individual. The chapter should also discuss any sizable non-personnel resources that may be required for each task. Graphic displays such as charts and tables should be used in this chapter to ensure clarity.

Note: If data will be requested of Duval County Public Schools as a part of this study, the applicant/organization must indicate the kinds of data and the amount of staff time the request may entail. Such requests may require the applicant/organization to pay for staff time in order to fulfill the request.

9. **CONSULTANTS AND SUBCONTRACTORS-** The manner in which any consultants or subcontractors will be used should be addressed in this chapter. Of particular concern is the coordination of their efforts with those of the district's research staff. A discussion of previous experience in working with the same organizations/individuals is highly appropriate, as is a summary of their technical qualifications. Dissertation committee members or advisors may be included in this chapter if they will play a significant role in conducting the study.
10. **RELEVANT EXPERIENCE** - A brief discussion of relevant studies completed by the applicant and/or the organization should be presented in this chapter. This chapter should not exceed five pages. Any project descriptions should include the dollar value of the award, the beginning and ending dates, and the telephone numbers of the project and contract officers. (Not included in the 50-page limit.)
- *11 **BENEFIT TO DUVAL COUNTY PUBLIC SCHOOLS** - This chapter should present a detailed discussion of the specific benefits of this research activity to Duval County Public Schools. Please note that the request to conduct research in DCPS by individuals, private groups, and other agencies will not be approved except when the benefit to DCPS of such research is potentially substantial or when such research is required by law.
12. **AUTHORSHIP** - This chapter should list, in decreasing order of involvement, the authors of each chapter of the proposal.
13. **BUDGET** - A detailed task-by-task budget for the proposed research activity should be presented in this chapter along with a discussion of funding sources.
- *14 **RESUMES** - Resumes must be provided for all individuals directly involved in conducting the research study, including the senior and mid-level staff of an external research organization. A preliminary statement of each person's relevance to his/her assigned tasks should be provided, as well as two professional references for each lead researcher/senior staff member. The ideal references are provided by project officers with whom the applicant has contracted for similar work, by the applicant's supervisor(s), or by graduate school faculty who can attest to the applicant's research skills. (Not included in the 50-page limit.)