Research Request Process: Original Research

(Allow 4-6 weeks for a response.)

Researcher Submits a Research Request → **Application Submitted to Committee Chair via Shari Kraus** → **Research Committee Review** → **Executive Review** → **Notification**

Researcher Submits a Research Request

Research requests will be accepted for review September 1 – April 1.

Researchers must submit:

- Application
- Background check application* Follow *all instructions* as this is a *two-part registration process*. **(Research request decisions will not be released until background checks are cleared.)**
- Statement of Nondisclosure
- Approved IRB documentation
- All applicable:
  - Assent / Consent Forms
  - Surveys / Questionnaires *(teacher/staff surveys may not be conducted January 15 through April 15.)*
- If requesting student-specific data, a Parent or Guardian Consent for Access to Student Records form must be secured for each student.

Application Submitted to Committee Chair via Shari Kraus

The Chair will appoint committee members based on the research topic and grade level.

Research Committee Review

Applications reviewed for:

- Benefit to the District
- Required documentation
- Ethical/sound research practices
- Alignment with CPS professional development plan
- Estimated time required of students and staff

Executive Review

Applications which have cleared committee will be reviewed by the appropriate cabinet member for consideration. One of the following recommendations will be made to the superintendent:

- Approve
- Reject
- Modifications Required

The superintendent will render the final decision.

Notification

Research applicants will receive official notification of the superintendent's decision.

Approved → A CPS contact will be assigned to each project.

Rejected

Modifications Required → Researcher may resubmit for review once the application is modified to meet District criteria for approval.

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*All researchers who will be in contact with students or on a CPS campus must submit a criminal background application through the CPS Human Resources Department. **It is the expectation of Columbia Public Schools that researchers are never alone with student(s). CPS staff must be present.**

If your research protocol must include one-on-one interactions with students, contact Shari Kraus (skraus@cpsk12.org) or Dr. Molly Stebbins (mstebbins@cpsk12.org).