Research Request Process: Advertisement through PeachJar Only
(allow 4 to 6 weeks for a response)

- PeachJar requests will be accepted for review September – April.
- Researcher must be affiliated with an organization that has an IRB approval process.
- Background checks are needed only if data collection is to be done on CPS campus (this is discouraged).

Researchers must submit:
- Application
- Approved IRB documentation
- All applicable:
  - Assent / Consent Forms
  - Surveys / Questionnaires
- PeachJar flyer:
  - The following disclaimer MUST be included on each flyer: “The distribution of this information and materials through the school district does not imply endorsement by Columbia Public Schools.”
  - Must be in a PDF format.

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

Applications reviewed for:
- Benefit to students and staff
- Required documentation
- Ethical research practices

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.

A CPS contact will be assigned to each project.
Flyer must comply with District flyer distribution guidelines.

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

Columbia Public Schools
1818 W. Worley Street
Columbia, MO 65203
(573) 214-3413; skraus@cpsk12.org
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