Research Request Process: Advertisement through PeachJar Only

(Allow 2 - 3 weeks for a response.)

Researcher Submits an Advertisement Request → **Application Submitted to Research Committee Chair via Shari Kraus** → **Notification**

- PeachJar requests will be accepted for review September 1 – April 1.
- 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 (If applicable)
- All applicable:
  o Assent / Consent Forms
  o Surveys / Questionnaires
- PeachJar flyer:
  o 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."
  o Must be in a PDF format.

The Chair will review for appropriateness and alignment with District goals.

Research applicant will receive official notification of the decision.

Approved | **Rejected** | **Modifications Required**

Flyer must comply with District flyer distribution guidelines.

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

*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).