



## Springfield Public Schools *REQUEST FOR APPROVAL TO CONDUCT RESEARCH*

The Springfield Public School district encourages educational research by departments of the school system, advance degree candidates, agencies and institutions of higher learning. All research projects to be conducted in the schools must have prior approval by the Springfield Public Schools Research Review committee. The following instructions identify the forms/documents that must be submitted and describes procedures of the approval process.

### I. Application for Request for Approval to Conduct Research

1. Name of Researcher: \_\_\_\_\_ Date: \_\_\_\_\_

2. Business Address of Researcher (City/State, Zip Code)  
\_\_\_\_\_  
\_\_\_\_\_

3. Email Address: \_\_\_\_\_

4. Telephone Numbers: (Area code and daytime phone number) \_\_\_\_\_  
(Area code and work phone number) \_\_\_\_\_

5. Reason for conducting research:
- a.  Necessary to complete a Masters level graduate course
  - b.  Necessary to complete the requirements for a Masters degree
  - c.  Necessary to complete the requirements of a Specialists level graduate course
  - d.  Necessary to complete the requirements for a Specialists degree
  - e.  Necessary to complete a Doctoral level graduate course
  - f.  Necessary to complete the requirements for a Doctorate degree
  - g.  Necessary to complete research for a community project
- (\*Note: If the requested research is a component of a grant application for an outside agency or community group, contact with the Quality Improvement & Accountability department should be made prior to grant submission.)

6. Name of participating institution/agency: \_\_\_\_\_

7. Name of Research Advisor or Project Director \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

8. Advisory or Project Director Signature \_\_\_\_\_

9. If your research proposal requires specific district data, please provide a brief description of your data needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONDITIONS FOR MAINTAINING ANONYMITY AND SHARING PROJECT RESULTS

I agree to maintain the anonymity of individual students, staff members and schools in any report(s) and in any publication(s), e.g., journal articles(s), book(s), etc., which incorporate any information derived from the research conducted within the Springfield Public Schools. If permission is granted to conduct the research described in this request, I verify the research will be conducted in compliance with all federal and state statutes and the policies of the Springfield Public Schools.

I agree to provide the Quality Improvement and Accountability Department with a summary of the research results, complete documentation and information on the location of the complete research and, in the future, subsequent publications.

\_\_\_\_\_  
Signature of the Researcher

\_\_\_\_\_  
Date

### II. Directions for Application:

1. This form must be completed to satisfy Springfield Public School District R-12 Administrative Practice and Procedures 6.24 "Requests to Conduct Research."
2. The University advisor/organization administrator must sign this request. He or she will accept direct responsibility related to research activities.
3. Five copies of this form and five copies of all requested documents and attachments must be submitted.
4. The researcher may contact participating schools and/or departments for data collection only after the form has been officially approved by the district Research Review committee.
5. Application packets received at *least one week* before the Research and Review committee's monthly meeting will be reviewed.

### III. Guidelines:

1. Researchers may request to do research with specific staff members or buildings and efforts will be made to honor these preferences.
2. Data derived from tests, school records, interviews, or survey/questionnaires, which have potential for invasion of privacy of students or their families, must have advanced written authorization of parents or guardians. These releases will be collected and filed with the building principal before the project is initiated.
3. Personnel records of the school staff are confidential and information will not be released from these records.
4. Public information will be available to researchers and other interested parties, but if time or other expense is involved, the requesting party will be responsible for such costs.
5. Instructional activities will not be interrupted unless there is clear significance for the improvement of educational programs in the Springfield Public School District.
6. Decisions of the committee will be granted within two weeks of formal review of the proposal. Please note formal review occurs at monthly committee meetings.
7. Should a request be denied the applicant will be offered an opportunity to make corrections/submit further documentation for review. Resubmitted requests will be subject to formal review and issued a decision within two weeks of the monthly committee meeting.
8. A copy of your final research report will be submitted to the Quality Improvement & Accountability department.

**IV. Please attach the following documentation with your completed Request for Approval to Conduct Research form:**

- Research Title
- Purpose
- Methodology
- Statement of Problem
- Hypothesis and/or Research Questions
- Description of variables
- Description of Sample
- Method of Sample Selection
- Data Collection Instruments (if applicable)
- Data Collection Timetable
- Samples of Consent forms (if applicable)
- Names of participating schools
- Identification of target population (i.e. teachers, administrators, students, grade levels, and expected number of participants)
- Anticipated Start Date of Research
- Completion Date of Research
- Copy of Institution of Higher Learning Internal Review Board (IRB) application form approved and signed.

**Return this completed form and supporting documentation to:**

**Study Middle School  
ATTN: Research Review  
2343 West Olive  
Springfield, Missouri 65802**