

REQUEST TO CONDUCT RESEARCH

Date of Submission

Proposed Project Starting Date

Proposed Project Ending Date

Name:

School Employees

Assignment:

Location:

Address:

Phone (Home):

Phone (Work):

Email:

Institution or organization:

Yes

No

Institutional Review Board (IRB) required (check):

Faculty Advisor:

Address:

Phone (Work)

Email:

Title of the proposed project:

Ultimate purpose of the proposed study (master's thesis, doctoral thesis, journal publication, other):

PART 2. Scope of Study

Study Participants	Number	Selection Process
Students		
Staff/Others		
Parents		

Data Collection

Study Participants	Specific Data Required (e.g., test name, score type, year, demographic information needed, surveys, interviews, observations, other)
Students	
Staff/Others	
Parents	

Describe any survey instruments used (*survey instrument must be approved prior to administering*).

Describe interview process (if applicable).

How will you obtain consent from your proposed participants and their parents if participants are students?

How will you assure confidentiality of the information collected?

PART 3: Rationale for conducting the study

Hypothesis of the study:

Brief summary of the research design including statistical analysis procedures.

Please utilize one or more prominent research studies, articles, or books most pertinent to this field of research in answering the following questions (attach additional pages if necessary):

- How will this study contribute to the Anaheim Elementary School District?
- How does this study address one of Anaheim Elementary School Districts goals or research priorities?

Assurances:

I understand that I am requesting approval to conduct a research project and if my request is granted, I agree to abide by all policies, rules and regulations of the district *including securing written parental permission prior to implementation of my project (if applicable), and maintaining the confidential nature of records and the privacy and rights of the individual and the school.*

Signed: _____

Anaheim Elementary School District
Educational Services

Access to Confidential Data

Researcher:
Title of Proposed Project:

Justification: Educational Research

I understand that any unauthorized disclosure of confidential information is illegal as provided in the federal Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232 *eg. seq.* and in the implementing federal regulations found in 34 CFR Part 99.

In addition, I understand that any data, datasets or output reports that I, or any authorized representative, may generate using my passwords are confidential and the data are to be protected. I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my sign-on(s)/password(s).

I hereby agree to abide by all policies, rules and regulations of the district including securing written parental permission prior to implementation of my project, and maintaining the confidential nature of records and the privacy and rights of the individual and the school. I understand that failure to abide by the requirements of this agreement may lead to the immediate revocation of approval for this study and further that any intentional, knowing, or negligent release of confidential student information to unauthorized persons may also subject me to a legal cause of action for violation of an individual's civil rights in addition to state or federal criminal penalties.

Research Applicant's Signature

Date