**Chestatee High School[[1]](#footnote-0)**

**Research Proposal Guidelines and Formatting**

**2015-2016**

This document explains the guidelines for obtaining permission to conduct research in and/or through Chestatee High School- part of the Hall County School System- and includes an application that must be completed and submitted to the Chestatee High School Institutional Review Board for review and approval.

All requests for conducting research within and/or through Chestatee High School must follow specific guidelines which were established for the following reasons:

* To protect the rights and privacy of students, parents/guardians, and staff
* To promote continuous program improvement
* To add to the body of knowledge in the chosen research field
* To protect the integrity of Chestatee High School

**GUIDELINES FOR OBTAINING PERMISSION**

**Definition**: Research in/through Chestatee High School is defined as any data collection from or about Chestatee High School/Hall County schools, students, parents, or staff OR any research outside the school system conducted by students of Chestatee High School. Research includes, but is not limited to, data collection for the purposes of fulfilling the requirements of a thesis or dissertation, publication in a journal or book and/or completion of an education class project.

**Purpose**: The purpose of this document is to establish a standard procedure for individuals or agencies to follow when requesting to conduct research in/through Chestatee High School. Having a standard procedure for researchers to follow helps to protect staff and student time, enables system research committee members to review applications in light of existing laws and statutes about privacy and research, and promotes quality research to improve a body of knowledge.

**Requirements**: Chestatee High School requires that researchers

* receive permission to conduct research from the Chestatee High School Institutional Review Board;
* give written assurance that individuals, schools, or the district are not identifiable in the final research study or report;
* give assurance that the project has no undue effect and does not interfere with the operation of schools in the Hall County school system

**Steps to follow when requesting permission to conduct research:**

1. Complete the Chestatee High School Research Application (See Attachment A) and have it signed by the sponsoring agency, usually the class instructor. The application must be typed.
2. Read and sign the applicant agreement form. (See Attachment B)
3. *Attach copies of any questionnaires, interview protocols, tests, or data collection instruments that will be used in the study.*
4. Include a full explanation of the research question(s) and the research design.
5. Prepare participant consent forms. If data will be collected from or on individual schools, students, parents, or staff, permission to participate will be required and a copy of the participant agreement must be included with the research application. The letter should permit the parent, student, or staff member to give full or knowing consent. *Consent cannot be passive.* The final permission letter must:
   1. Be in writing.
   2. Be signed by the parent or guardian giving consent, as well as the student, if applicable.
   3. Be dated on the date consent is given.
   4. Specify the reason for data collection or release.
   5. Specify the data to be collected or the student data records to be released
   6. Identify the persons and institution to which the information will be released
   7. Describe any feedback to be provided to the parent, student, or staff member
   8. Indicate that participation in the project is voluntary; will not affect student grades or staff employment/evaluation; and that consent may be withdrawn at any time without penalty
   9. Provide the name and contact information of the researcher or agency conducting the project should the participant have additional questions.
6. Submit the completed application with supporting documents (sample participant consent forms, instruments or protocols) to the Chestatee High School Institutional Review Board via Emily Lott.

**RESEARCH APPLICATION**

Requests to conduct research within/through Chestatee High School must conform to the following format.

1. The numerals and headings should be used in preparing the proposal. Please do not submit your proposal in binders, and avoid sending an overabundance of materials.
2. An original, signed copy of the proposal along with three (3) copies must be submitted by the due date for the week in which the proposal will be considered.
3. The review process normally takes one week. You will typically receive a response and feedback during the following week. Please note that schools and teachers may elect not to participate in your research study, even if your proposal is approved at the school level.
4. **RESEARCH PROJECT IDENTIFICATION**

|  |  |
| --- | --- |
| **A. Title of Proposed Research Project** |  |
| **B. Name, Address, Phone Number(s) and e-mail address of Primary Researcher** |  |
| **C. Collaborators (if applicable)**   * + 1. **Major Teacher’s name and e-mail address**     2. **Co-researcher(s)**     3. **Consultant** |  |
| **D. Date of Submission** |  |
| **E. Purpose of Study** |  |
| **D. Context for Research** |  |

1. **RESEARCH GOALS**

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| --- | --- |
| **A. Summary Statement of Problem** |  |
| **B. Research questions/hypotheses or specific objectives** |  |
| **C. Research Design** |  |

1. **DETAILED DESCRIPTION OF PROCEDURES**

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| --- | --- |
| **A. Subjects needed in Chestatee High School and sampling procedure, including any tentative agreements of school participation** |  |
| **B. Approximate dates to begin and end data collection in/ through Chestatee High School** |  |
| **C. Amount of time required of students** |  |
| **D. Amount of time required of staff or other participants** |  |
| **E. Instructions, instruments, or apparatus to be used (describe and attach copies)** |  |
| **F. Technology to be used (infrastructure, networking, hardware, software, etc)** |  |
| **H. Specific activities and person(s) responsible for carrying out each activity** |  |
| **I. Student Information Needed**  **1. Access to student records**  **• reason(s) for access**  **• list specific information in records that is needed**  **Note: No standardized test data for any individual or group of students may be used. Any test data used in research proposals must be averaged data retrieved from the GADOE website. 2. Other information (teacher or parent interview about student, etc.)** |  |

**IV. RESULT OF RESEARCH**

|  |  |
| --- | --- |
| **A. Rationale for the Study (How will the study contribute to this field of research?)** |  |
| **B. Benefits to the subjects** |  |
| **C. Benefits to the school(s)/ school system** |  |
| **D. Use of information gained from the research** |  |
| **E. Statement of agreement to forward a copy of the final report to the research committee and willingness to provide service to staff if requested to do so** |  |

**V. PARENTAL PERMISSION AND/OR INFORMED CONSENT INFORMATION**

1. Attach a copy of a proposed letter to parents. The intent of this letter should be to secure informed consent from the parents for their child’s participation in the research. If the study design includes a treatment group and a control group, be sure that the consent letter is appropriate for either group assignment, or write one version of the consent letter for potential treatment group students and one version for potential control group students.

**OR**

1. Attach a copy of ALL Informed Consent letters. The intent of these letters should be to secure informed consent from participants that will be researched.

**VI. VITA - Primary researcher should attach a copy of résumé or vita.** (Only if requested by CHS IRB)

**VII. RESEARCH APPROVAL**

Statement of agreement to send sufficient copies of Research Project Proposal to the affected school principals and participants (not students).

**VIII. Signatures of Sponsoring Agency (Usually the class professor) and the proposed researcher(s)**

**IX. School Contact:** Questions about research review procedures or the acceptability of research should be referred to:

Ms. Emily Lott

Chestatee High School

3005 Sardis Rd,

Gainesville, GA 30506

Hall County School District

Phone (770) 532-1162

**Chestatee High School Confidential Data Application Agreement Form**

|  |  |
| --- | --- |
| Research Applicant |  |
| Research Email |  |
| Research Title |  |
| School Address |  |
| City/State/Zip |  |
| Consultant Name |  |
| Consultant Email |  |

I understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act of 1973 (FERPA) and in the implementing federal regulations found in 34 CFR Part 99. I understand that participation in a research study by students, parents, and school staff is strictly voluntary. In addition, I understand that any data, datasets or outputs that I, or any authorized representative, may generate from data collection efforts throughout the duration of the research study 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 also understand that students, schools, or the district may not be identified in the research report. Data with names or other identifiers (such as student numbers) will be disposed of when their use is complete. I understand that acceptance of this request for approval of a research project in no way obligates Chestatee High School and/or Hall County School System to participate in the research. I also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by Chestatee High School, Hall County school system, or by the Board of Education. If the research project is approved, I agree to abide by standards of professional conduct while working in the schools. I understand that failure to do so could result in termination of the research study. I understand that the study is not complete until this report has been provided to the Chestatee High School Institutional Review Board.

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| Signature of Researcher | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Consultant | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Supervising Educator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |

1. Form adapated from Hall County School’s Research Proposal Submission Form  
   <http://www.hallco.org/boe/site/research-approval/> [↑](#footnote-ref-0)