

## Research in the Cache County School District – An Overview

The Cache County School District (CCSD) receives numerous requests from a variety of individuals and organizations for permission to conduct research. Before conducting research or requesting extant data, formal approval must be obtained through CCSD's Research Review Committee. The Research Review Committee has been established to review and approve research requests that are appropriate and have educational value to the district.

The guidelines and application for submitting your request to conduct research in CCSD are listed below. The CCSD Research Review Committee reviews applications **monthly, August through April**. Applicants will be advised by letter regarding the committee's disposition of their application.

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### Research Project Approval Guidelines

1. Research is defined as the systematic collection of any data about students, parents, staff, and/or schools in the CCSD for the purpose of developing descriptions, predictions, interventions or explanations relating to various aspects of education. Examples of data collection instruments include, but are not limited to, surveys, tests, interviews, and observations. This policy also applies to anyone asking for existing data.
2. Prior to conducting a research project in the CCSD, an application must be submitted and approval obtained from the district's Research Review Committee.
3. Required documentation includes:
  1. A *Research Project Application* form
  2. A project proposal or prospectus. An *Internal Review Board (IRB) Application* may substitute for a proposal or prospectus.
  3. Copies of any data collection instruments that will be used.
  4. Copies of any consent forms for students and/or parents.
4. Following committee approval of the project, no changes in methodology or instrumentation may be made unless approved by the CCSD Research Review Committee.
5. Upon completion of the research project, a copy of any report is to be submitted to the Curriculum, Instruction and Technology Department.

The following types of projects **will be given priority**:

- Projects that address critical research needs of CCSD and align with its goals.
- Studies conducted by a CCSD employee for the purpose of fulfilling advanced degree requirements, assuming the research is otherwise sound.
- Grant-funded or university sponsored projects that have been subjected to peer review and have full-time faculty or professional evaluators supervising data collection and analysis.

The following types of proposed studies **are generally not approved**.

- Data collection involving the use of significant instructional time for students.

- Research that imposes undue burdens on teachers, schools or district personnel.
- Data collection that includes requests for personally identifiable or confidential information about students or their families.
- Data collection that predominantly involves instruments that have little or no information on reliability or validity.
- Research that involves domains extraneous to the improvement of teaching and student learning.
- Research projects that require the participation of teachers and/or students during the first two weeks or the last 30 days of the school year generally will not be approved.
- No research by students at the undergraduate level will be permitted.
- Permission for research studies is for one year unless otherwise noted in the approval letter. Data collected is to be used solely for the purpose stated in the research application.

## The Application Process and Required Documents

The following instructions describe the forms/documentation that must be submitted for consideration of approval. **Please submit completed documents to** Michael Torrey Research and Grants Administrator, Cache County School District; 84 E 2400 N, UT 84341; [michael.torrey@ccsdut.org](mailto:michael.torrey@ccsdut.org)

Each application must include a: **(1) Completed *Research Application Form*** , **(2)** Copy of the ***IRB Approval*** , signed and dated, through the sponsoring university or agency, and **(3) Research Prospectus**. The research prospectus must include the following information:

1. A statement of the research problem;
2. A brief literature review supporting the statement of the research problem;
3. A statement of the specific questions to be addressed, including operational definitions of the variables involved;
4. A description of the research design, data collection procedures, and methods for analyses;
5. If applicable, copies of any surveys, tests, and questions that will be employed;
6. If applicable, copies of **all** necessary ***Informed Consent*** documents.

**Note:** The IRB application may serve as a substitute for the research prospectus.

The last date for new research applications is **April 21<sup>st</sup>** approximately 50 days prior to the end of the school year. CCSD reserves the right to extend that period should the need arise. However, research activities at the beginning and end of the school year and during periods of testing should be avoided.

## Researcher's Conduct

The CCSD holds the following expectations for external researchers:

1. The confidentiality of student records must be maintained and the privacy and rights of individuals and schools respected. Data collected is subject to the rules and guidelines found in CCSD's *Data Governance Plan* and *Information Technology Security Plan*.
2. While conducting research studies in the schools, individuals should abide by standards of professional conduct and dress.
3. The disruption of the school's routine must be kept to a minimum.
4. Meetings and data collection should be scheduled far enough in advance for adequate planning.
5. The researcher must secure informed consent from parents/guardians when necessary.
6. The researcher(s) is/are responsible for absorbing the financial costs of conducting the study.
7. The researcher(s) must notify the Research Review Committee regarding any proposed changes.



## CCSD RESEARCH APPLICATION FORM

### APPLICANT

Name of Applicant:	
Title of Research:	
Address:	
Phone:	
Email:	
Institution/Company:	
Program & Degree:	
Are you a CCSD employee?	
Assignment/Position:	
CCSD School(s) involved	
Is this research in partnership with the CCSD?	

### APPLICANT'S ADVISOR/ SPONSOR (If Applicable)

Sponsor/Advisor:	
Title:	
Address:	
Phone:	
Email:	
Institutional Affiliation:	
Have you conducted research in CCSD before?	

### CORPORATE INFORMATION (If applicable)

Lead Researcher:	
Title:	
Address:	
Phone:	
Email:	
Will this research help to develop a product?	



## CCSD RESEARCH APPLICATION FORM

1. Title of research project:

2. Reason the project is being conducted (e.g., comply with a grant, dissertation...):

3. Briefly describe the project, including the primary questions to be addressed by the research:

4. Research Overview:

<b>Group</b>	<b>Sample Size</b>	<b>Description (List Schools, Grades, etc)</b>
Students		
Staff		
Parents/ Guardians		

<b>Group</b>	<b>Estimated Time Required to Collect Data</b>	<b>Data Required (new data, existing data, etc)</b>
Students		
Staff		
Parents/ Guardians		

5. What is your research design?

6. Total time required working in CCSD schools:

7. What is required of teachers?

8. What is required of the school administrator and/or personnel?

9. Clearly describe how the research project benefits the Cache County School District.

10. What is the expected value of the research to education in general?

11. List the names of tests, surveys, and questionnaires to be used. Describe the reliability and validity of these instruments. You **must attach** a copy of the instrument(s) to complete this application.

REMINDER: No personally identifiable or confidential information may be gathered on students.

12. Anticipated completion date:

Day Month Year

13. Assurances:

I understand that I am requesting assistance in a research project. If my request for research assistance is granted, I agree to abide by all policies, rules, and regulations of the Cache County School District. I agree to guarantee the confidentiality of data. This includes sequestering identifying information in an encrypted file available only to appropriate staff; publishing data only in the aggregate; and destroying all identifying data files on completion of the study.

All individuals who serve as members of the research team (e.g., applicant assistants, collaborators) and are not currently employed by Cache County School District, but may have unsupervised contact with students, must complete and pay for the fingerprinting and background check required by the district/state.

The approval of the study does not constitute an endorsement of the study, and such language should not be included in the final reports.

Signed: \_\_\_\_\_  
Principal Investigator of the Research Project      Date

I have read all of the assurances on this form, and procedures for external research in the Cache County School District and understand that supervision of this project and responsibility for a report on its outcomes rest with me. I also understand that the privilege of conducting future studies in Cache County School District is contingent upon the fulfillment of such obligations.

Signed: \_\_\_\_\_  
Advisor/Sponsor of the Research Project      Date

This application can be submitted electronically to Michael Torrey at michael.torrey@ccsdut.org or may be mailed to:

**Michael Torrey**  
Research and Grants Administrator  
Cache County School District  
84 East 2400 North, North Logan, Utah 84341

*Please remember to include a copy of the research prospectus and/or an IRB application.*