



Research Application Manual

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# Introduction

The Clark County School District (CCSD, the District) is among the largest school districts in the country. Because its highly diverse geography and demography offer a wide range of contexts for conducting educational research and program evaluations, the District receives numerous requests to conduct research from a variety of individuals and organizations. This Manual sets forth the guidelines and practices for those requests.

## Purpose of the Manual

This manual is meant to guide researchers through the application process, explain relevant documentation, and answer common questions. At a minimum, we recommend that all researchers familiarize themselves with the overview of the research application process and the summary of required documentation. The detailed application walkthrough will help researchers understand each portion of the application and provide guidance for those who may be unsure of how to fill out certain portions.

## What is Research?

The District has a broad understanding of Research and defines it as any project with a defined answerable question and hypotheses which requires collecting data or survey responses from individuals associated with the District (students, employees, parents) about education related topics or which requires commonly collected data from the District about matters related to education. Examples may include (but are not limited to): dissertations, academic journal articles, external program evaluations, data for state and federal research grant projects, etc. Projects that are relying solely on publicly available data without interacting with those affiliated with the District do not need to go through the research application process. Additionally, work done by CCSD employees while fulfilling routine job responsibilities does not need to go through the Research Application. If in doubt, please contact the CCSD Research Department to see if your project needs to go through the application process.

## Purpose of this Research Application and Review

Internal and external applicants seeking approval to conduct a research project within the District must go through official review by the Research Department. The research application review process provides a mechanism to:

- 1) Protect the interests and well-being of the District. Any activities that receive approval must relate to the District's stated mission.

- 2) Demonstrate good stewardship of the time and resources of all employees and students of the district. The benefits must outweigh the costs to students and staff in terms of their time and resources for all research projects approved in the District. Research projects that are poorly designed or unlikely to produce useful results may be a poor use of District resources and it may not be in the best interest of the District to approve such research.
- 3) Protect the rights of proposed research subjects within CCSD. The United States Department of Education has established regulations governing all education institutions that use human subjects in research activities (Federal Policy for the Protection of Human Subjects).<sup>1</sup> Research proposals that do not align with these laws are prohibited from taking place within the District.

## Fingerprinting and Badging

Please note: All volunteers and researchers who may, through the course of their research, have unsupervised contact with students **MUST** get fingerprinted and badged through the CCSD Human Resources office. More information is available here:

<https://www.ccsd.net/community/protect-our-kids/>

It is the researcher's responsibility to work with the principals at the schools where research is taking place to ensure that either the researcher will always have supervision, or that the researcher goes through the proper fingerprinting and badging procedures.

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<sup>1</sup> Title 34, *Code of Federal Regulations*, Part 97, *Protection of Human Subjects*, which includes Subpart A, Basic Policy, and Subpart D, *Additional Protections for Children*. U.S. Department of Education, <https://www2.ed.gov/policy/fund/guid/humansub/overview.html>

# Overview of the Research Application Process

## The Application Process

Anyone looking to conduct research in CCSD must submit an application through the online Research Application housed within AARSIAPPS (<https://aarsiapps.ccsd.net/v/rareview>) according to the procedures outlined below. Incomplete applications will not be accepted. Should an application be denied, applicants will be notified and given the opportunity to revise or complete their applications.

*Please note: Any research conducted at a CCSD facility and/or research involving students requires the acknowledgment and consent of the site administrator. No research will be conducted at a CCSD location without the site administrator's permission---even if it is otherwise approved by the Research Department.*

Submitting an application for review is a multi-step process to ensure protection of students and their information, the interests of the District, and the goals of the researcher. All questions asked in the Research Application are standard and we expect researchers would be familiar with them after writing any formal grant proposal, IRB proposal, or thesis/dissertation prospectus. The following provides a general explanation of each step of the research process. The specifics of each step and explanations of required documentation is in the next section.

## How Long Does the Process Take?

This is the most popular question about our process. Unfortunately, it is one question that does not have a definitive answer. No two projects are the same. Each project has their own set of subjects, research methods, sample size, research sites, documentation needs, requirements to ensure the privacy and safety of participants, data to obtain from the District, etc. Additionally, much of the process and time to complete it depends on the researcher(s), their completion of the application, and their collection of the required documentation.

We review as fast as we can in relation to workload and other applications present in the review process. Assuming a researcher already has everything required for approval, it could still take 2-3 weeks to complete the entire process.

## Part A: Letter of Intent

The Letter of Intent is the first step to getting a research protocol approved. It comprises some procedural information (title of project, home organization, names of research team, contact information) and questions designed to establish if the study meets minimum requirements. Any

proposed study must address one or more of CCSD's Focus: 2024 goals. More information can be found here (<https://focus2024.ccsd.net/>). Researchers must explain the connection between their proposed study and the Focus 2024 goals, as well as demonstrate that their work is compatible within the school setting (if applicable).

Once submitted, the Research Department will evaluate the Letter of Intent to determine if the research proposed is appropriate for the school setting and in line with the stated goals of the District. There are some research methods and topics that are not appropriate for the public school setting or projects that may not be possible to complete as stated. If this is the case, the Research Department will inform the researcher as soon as possible. This is also an opportunity for the Research Department to reach out with any preliminary questions about the project and its scope. Understanding the scope of the project is essentially for us to provide guidance for the rest of the process. Scope here refers to the time scale of the project, the subject involved, the number of subjects, school site involved, etc.

If the Letter of Approval is met with approval, the researcher will receive an email notification and the rest of the application will be open to them for completion. At this time, the Research Department will also reach out with guidance on required documentation for approval and other considerations.

## Part B: Description of the Study

Part B involves a more detailed description of the study. These questions ask for more information on the problem, a description of the research design, methods, plan for data security, and the expected benefit to CCSD. Finally, this section asks for estimates on the number of subjects and the time requested of each subject to complete the research. We ask for this information to understand the scope of the project. The researcher does not have to know the exact number of participants or the exact time the study will take---best estimates are sufficient for our purposes.

## Part C: Protocol for Research Involving Human Subjects

We ask researchers to upload their informed consent/assent forms for staff/parents/students and explain the use of protected populations if necessary in Part C. CCSD requires **Active** consent **and** assent for all research involving human subjects in the district.

## Part D: Sponsorship & Facility Acknowledgement Letters

Part D consists of the sponsorship forms and facility acknowledgment letters. A sponsor is a person at director level or higher who confirms the study is of interest to the District and that the conclusions will assist the District in creating the best possible learning environment for all students.

A Facility Acknowledgment Letter is a letter from the principal/facility manager at a school or site of interest to the researcher. This letter must be on official letterhead and explicitly approve the proposed research at that particular facility for a specified school year. All researchers are **required** to have letters from all schools/facilities in their study **before** research begins.

If research will only be conducted in one or two schools, facility letters signed by the principals are sufficient. However, if the proposed project is going to take place at several schools, researchers must obtain a director level (or higher) sponsor as well as facility letters from the principals at each school where research is going to take place. The only exception is if the research is surveying adults across many schools (i.e. all grade 3 teachers, or all autism specialists. In these cases where the researcher is not entering schools, a sponsor is sufficient to recruit and survey adult participants.

Even if a researcher has a sponsor, they are still required to provide facility acknowledgment letters from the principals at each school in the study if the researcher will be working within the schools or working with a school's students (in-person or virtually). Having an approved and sponsored application does not guarantee principals will allow the study within their school. The Research Department is unable to assist researchers in getting a sponsor or facility acknowledgement letters from any site in the District.

## Fees

We charge an administration fee for each application submitted to the research department. This fee is collected through Stripe, a secure third party payer. The application fee is \$50 (\$25 for students).

## Review

After a full application is submitted, the Research Department will review it to ensure that the application is complete, all forms adhere to standards set forth by the federal government and CCSD, and that the proposal conforms with CCSD expectations. We want research to continue in the District and we will work with researchers in order to get the proposal to meet the requirements of the District.

While we endeavor to review applications quickly, researchers should plan to submit their application early. Reviews may take longer depending on if the reviewers have any questions about the documents provided in the application, how many applications come in at one time, and the other needs of the District.

Research review is done by a team of trained researchers in the Research Department. All have advanced degrees and work with data and research projects on a daily basis.

## Approval

Should the research be approved, the final step in the process is for the researcher to sign the Conditions of Approval. The Conditions of Approval stipulates researchers must keep the data confidential and use



for authorized purposes only. Additionally, it outlines the requirements should there be any changes to the research protocol as time goes on. Researchers agree to report progress and findings to CCSD.

The research project will be approved through the end of the fiscal year (coinciding with the school calendar). All research proposals expire on June 30 and we require researchers to complete the Check-In form in July if they intend to continue the research for another year.

## Release of Student Information (ROSI) Request

If researchers require data, there is a request process for data gathered by the District. In order to submit a Release of Student Information (ROSI) Request, the researcher must have an approved research application with the District.

## Check-Ins and Modifications

Check-Ins are available all the time, but we require researchers to complete a new one for all open research protocols in July. Check-Ins ensure all parties are on the same page in regards to the research being performed in the District and the research still meets the expectations for all parties. In particular, this gives principals additional autonomy regarding the research occurring in their school---particularly in the event the principal is new to the school. Principals are under no obligation to continue allowing research in their school.

A check-in serves as an extension request for all projects continuing past the June 30 expiration date. In order to be approved for an additional year, researchers need to provide updated versions of forms that must be renewed each year such as sponsorship forms or facility acknowledgment letters. Researchers checking in also need to provide updated versions of documentation that may have expired such as IRB approvals and human subjects certification.

If at any point in the course of research applicants make changes to their protocol, we request they fill out a modification/check-in form indicating and explaining the change(s). Modifications can include, but are not limited to: changing or adding additional research instruments, changing schools targeted for the project, changes in the research team, or changes required by our research committee or the researcher's Institutional Review Board. This ensures that the Research Department is aware of any fundamental changes to the proposal. We may deny a modification request if the changes compromise students or student privacy in any way.

When doing a modification request, we require researchers to submit a letter detailing the changes to the initial application. We also require copies of any updated documents or additional documents necessary to reflect modifications.

## Completion Form

Once the researcher completes the project, we ask that researchers fill out a completion form. This closes the application and lets us know the research is concluded. As part of the conditions of approval researchers agree to share with us a copy of any findings, dissertation, article, or report that stems from this project. This can be uploaded within the Completion Form, along with any comments regarding the project. The Research Department reserves the right to share results either internally or externally (with proper attribution). Please let us know in the comment box if the research results are embargoed for any reason and the length of the embargo. We will not publicly release embargoed findings.

Researchers have the ability to work on multiple projects at once provided all have gone through the research application and review process. Completing one does not exclude the researcher from working with any other research protocol or applying for another. Likewise, denial of a research application does not exclude the researcher from working on another protocol, or submitting a new research project for review

# Required Documentation

In this section you will find brief descriptions of documentation critical to the research application process.

## Required for all Applicants

### Human Subjects Certification

Human subjects certification is required for ALL individuals or research team members conducting research within the district. Certifications demonstrate the completion of a course or training program covering the ethics and best practices for human subjects research. As part of our approval process, we will look to ensure that your training includes topics such as: research ethics, federal regulations, consent/assent procedures, research with children, research with other vulnerable populations, privacy, data protections, etc.

Several organizations and institutes provide this training. Common options include: the Collaborative Institutional Training Initiative (CITI) program and the National Institute of Health (NIH). If you are a student, your academic institution may offer access to these courses for free or at a significantly reduced cost (if such a certificate is not already mandatory as part of your program).

These certificates need to be current at the time of approval. Additionally, if a certificate is set to expire shortly after the anticipated approval date, the Research Department may ask for a renewed certificate prior to approval. When applications are modified or when they are due for renewal, researchers will need to ensure that updated certificates are provided if any have expired or if they have added team members.

### IRB Approval/Exemption Letters

All applicants need to provide a letter from an Institutional Review Board (IRB) regarding their project. This may be an IRB approval letter or an IRB exemption letter. The letters must be current. Any updated or modified IRB letters should also be provided to the research department as soon as possible.

Applications due for renewal will require an updated and current IRB letter if they have expired. Expired IRB approvals or IRB approvals passed their check-in date will not be accepted for renewal. Additionally, projects that have been significantly modified may need to provide an updated IRB letter approving the modifications.

➤FAQ: My IRB requires that CCSD approve my research before I can get IRB approval. What should I do?

*In cases like this, we are able to issue a “conditional approval”. A conditional approval allows the Research Department to provide documentation for your IRB stating that the research project does pass our approval process but that final CCSD approval is contingent on final IRB approval. In most cases, this is sufficient to circumvent a deadlock. If conditional approval is needed, we recommend that you start the application review process early and that you contact the Research Department informing them of your need for conditional approval.*

## External Approval: District Sponsorships and Facility Acknowledgement Letters

In addition to IRB approval, we also require that all researchers and research teams submit approval from a district source other than the Research Department. How you satisfy this requirement is dependent upon the scope of the project or your research design. Some projects may need to provide a district sponsorship, others may need to submit a facility acknowledgement letter for each school of focus, and some might require both.

### **Which Will You Need?**

Every research application submission received by the Research Department is unique. The external approval required for a project depends on a multitude of factors: project scope, sample population, research instruments, length of study, etc. It is difficult to provide a simple guideline for what type of approval your project will require or if you may need both.

*We recommend providing as much detail as possible about your study design in your Letter of Intent so we have the information necessary to provide guidance here.*

### **District Sponsorships:**

**What:** A sponsor serves as an administrator who voices support that a project is beneficial to the district and who has some authority related to your project goals or participants.

**Who:** Sponsors are CCSD administrators who hold the position of director or higher in the district. You will need a sponsor that: A) supervises a department related to your topic of study and/or B) acts as regional supervisor to the targeted school sites in your study. The Research Department remains neutral in the sponsorship process. We will not suggest potential sponsors, we will not act as liaison between you and a potential sponsor, nor will we advocate on your behalf with a potential sponsor.

**How:** Sponsors fill out the sponsorship form and lend support towards your project for the research protocol period. The sponsorship form will be provided to you by the Research Department. For most sponsorships, sponsors simply sign off in support of the work. Other projects, however, will require more assistance or aid from their respective sponsor. In these instances, you will need to discuss your needs

with a potential sponsor as part of securing their approval. If we have enough information early on in the application process, we can provide guidance insofar as suggesting that you may need additional assistance from your sponsor.

When it is time to renew an application, you will need to secure an updated sponsorship form signed and dated by your sponsor. If the sponsor has left the district, plans on leaving the district soon, or moves to a non-eligible position, you will need to secure a new sponsor. Additionally, projects with significant modifications may need to secure a new sponsorship.

**Facility Acknowledgement Letters:** These are official letters signed by the principal of an individual school site. You will be provided with the template to use for this letter. Letters must be signed and dated by the principal. For most facility letters, principals will simply sign off in support of the research, but some projects may require more assistance from the principal. This is a discussion you will need to have with the principal(s) relevant to your study. As with sponsorships, the Research Department will remain neutral as you secure these letters.

Research projects may add additional research sites as their work progresses. In this event, you may submit additional letters to the Research Department and we will update your approval accordingly.

When it is time to renew an application, you will need to secure updated facility acknowledgment letters for each school and signed by the current principal(s).

When it is time to renew an application, you will need to secure an updated letter signed and dated by the principal(s). If a principal has left the district or no longer acts as administrator of the school site, you will need to secure a letter from the new principal or an acting principal.

## Requirements Depending on Research Design

**Instruments: Surveys, Questionnaires, Interviews, Forms, etc.**

All projects that utilize instruments for their research need to provide copies of their instruments with their application. Some projects may not utilize instruments, making this requirement non-applicable. Instruments may include, but are not limited to: surveys, assessments, questionnaires, interview questions, focus group questions, homework assignments as part of research, etc. We do not require you to provide copies of instruments filled out by your respondents or participants. We simply require blank copies of these documents. When providing your instruments, we ask that each of them be saved and named separately.

When your application is up for renewal, you will not need to provide new copies of your instruments unless you have modified or updated them since the time of your approval. Modified projects will be expected to be provided updated copies of their instruments.

## Informed Consent and Child Assent

Any research project that involves human subjects will require informed consent. We understand that academic institutions may have their own requirements for consent/assent. We consider our requirements as independent and distinct from those imposed by your academic institution, advisor, or programs. The requirements set forth here relate to CCSD approval.

There are many things we look for when reviewing consent/assent forms. In general, you want to ensure that your forms both *inform* and obtain *active consent* from participants.

**Inform** - Your forms need to ensure that participants receive all relevant and necessary information in order to consent to their involvement. You must provide an overview of the research and scope of your work. You will need to provide information on the details of your research design such as the instruments used, any potential audio/visual recording of sessions, in-person observations, etc. If pertinent information about your research design is left out of your consent forms, you will be asked to update them accordingly.

**Active Consent** - Consent/assent forms also need to be able to demonstrate active consent/assent. Having respondents simply respond “yes” to an email or a note stating that continuing onto a survey is tacit consent and does not suffice. You need to secure at least a signature and date for paper forms or typed-in name for digital forms. We will only accept forms which can demonstrate that an individual has explicitly consented to the research at hand.

**Child Assent** - Assent forms are similar to consent forms in that they describe the project in detail and seek the approval of participants. However, assent forms are intended for participants that are under the age of consent. For each child assenting to a project, you will also need to secure parental consent. Note: you need to make sure that your form describes your project in a manner suited to your target audience. For example, an assent form intended for 3rd graders will not utilize the same language or descriptions as the adult informed consent form.

**Staff/Administrators** - If your research will involve CCSD staff or administrators, your consent form will not differ much from a traditional consent form. You need to include verbiage explaining that participation must occur outside of contracted work hours (unless, by design, your work must occur during work hours). This is especially important for projects that offer any form of reimbursement or gifts-in-kind.

# Detailed Walkthrough of the Research Application

## Part A: Letter Of Intent

### Summary

The letter of intent offers a cursory overview of your project. You will provide more detailed information later on in the application. This letter allows us to determine: 1) If your project is considered research, 2) If your project aligns with District goals 3) If we have the data you seek 4) What guidance we can provide you. This is often a preliminary description of your study and we understand that some of these details are subject to change.

### Walkthrough

Project Title:

Submitter Organization:

Enter the title of your project. Note: anytime you refer to your project title, you want to remain consistent across all documentation. When listing your organization, this is the organization related to your research. If you are conducting research as an employee of a company, that is your organization. If you are a student, your school or university is your organization as you are conducting research as part of an academic program.

Define the problem to be investigated in this proposed study. Include relevant background information.

List the question(s) to be answered or the hypothesis(es) to be tested by the research.

Describe the primary motivation of your research and any testable hypotheses. For students, much of this language will likely emulate your research paper. Here, we want to get a sense of the general motivation of your work.

Does the study explicitly address one or more goals of [CCSD's Focus: 2024 strategic plan](#)?

- Include the explicit connection between the study and one or more of the goals outlined in the [Focus: 2024 plan](#). The connection between the study and the goals must be supported by peer-reviewed research literature.

Any activities that receive approval must relate to the District's stated mission. Here, you should refer directly to the Focus 2024 plan and reference specific goals. Then, explain how your specific research aims relate to these Focus 2024 goals.

Is the connection between the goal(s) and the study supported by peer-reviewed research literature?

- Include the background of the problem addressed by the study.
- Include the description and significance of the study. The description should include research questions, hypotheses or goals of the study.

Provide a short description of peer-reviewed research as it relates to your own research questions and hypotheses.

Is the intrusiveness of the study outweighed by the potential benefit to the district?

- Include the research plan. The research plan should include proposed start and end dates, a description and proposed number of study participants, descriptions of data sources, data collection procedures, and a list of instruments.

Here, provide a general description of your research design. You will provide much greater detail in Part B of the application. Regarding intrusiveness, provide a brief explanation for why the anticipated outcome of this project will outweigh the time and effort required by any potential participants.

Are the research activities compatible with the public school setting?

- Include a list of any CCSD principal(s) or administrator(s) who have explicitly communicated their support for the proposed study in writing.

Please use this space to list District officials that support your work. Approved research will only be projects deemed compatible with the public school setting.

**Duration of Project**

Anticipated Start Date

Anticipated End Date

Provide a rough estimate of the time frame for your project. This allows us to get a sense of the scope of this project. The guidance we provide will differ between short-term projects and longer, multi-year projects.



Are you employed by the Clark County School District?

Please complete the following:

Position Title:

Work Location Name:

Work Location Number:

This is a “yes” or “no” question. Just note: if you do work for the district, a few additional questions will populate (as seen here).

### Applicant contact information

If you are a student doing research to complete your degree, please enter your own contact information. If you are filling out this application on behalf of another individual or organization, please enter the lead investigator's information here.

**Name**

**Email Address**

**Physical Mailing Address**

Street

Street Line 2 (Optional)

City / Town

State

Zip / Postal Code

Country

*(If you are a CCSD employee, provide a non-work address.)*

**Telephone Number**

**Organization**

Here, you want to list the primary contact/name for this project. This will be the name that appears on any letters or other official documentation we provide.

Research is to be conducted as:

Notes: There are several choices here. It is possible that more than one applies to you. Please choose the option that reflects your role as it relates to this particular research. For example, if you are both a teacher in the district and a student seeking a degree, you would choose a student-related option if you are conducting research as part of your academic / degree-seeking program.

### Research Team Members

List all research team members (including principal investigator) who will have contact with subjects, have contact with subjects' data, or use subjects' personal information. NOTE: All research team members must submit a Human Subjects Protection Training Certificate, i.e. Collaborative Institutional Training Initiative (CITI) Certificate, National Institute of Health (NIH) Certificate, or other.

#	First Name	Last Name	Role in Protocol	Certificate
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

List all team members for this project. Here, team members include any and all individuals who will collect data, analyze data, work with participants, oversee research, etc. for this project. Provide their name, their role in the project, and attach their human subjects certificate.

### Research Funding

Is this research project funded?

What organization awarded the funding?

What is the grant award identification number?

What is the monetary value of the award?

Have you received funding to conduct this research? If you respond “yes”, you will be asked to provide additional information about your funding: the funding organization, the identification of the grant (if applicable), and the monetary value of the award.

Will you give subjects gifts, compensation, reimbursement, or services without charge or incentives?

Please explain in detail. *NOTE: Compensation for research subjects will be reviewed to ensure compliance with CCSD policies and regulations.*

Are you planning on providing some sort of compensation or gifts-in-kind to participants? If so, provide as much detail as possible about your planned compensation: description of the compensation, monetary value of compensation, how you will provide said compensation, etc. Be as detailed as possible. This will help us in advising how to proceed given the District’s rules on external compensation for research activities.

## Part B: Description of the Study

### Summary

In this section of the application, you will provide much greater detail about your project. The description of your project here will be the details we utilize for our review and approval process. You are still able to make changes or modifications to this information. However, we recommend you be as thorough as possible here.

### Walkthrough

**Describe the research design and methods to be used in the research. Be sure to include a description of the sampling plan and study procedures exactly as they will occur.**

Design/methods examples: descriptive, formative, phenomenological, ethnographic, qualitative, quantitative, oral history, field work, mixed methods, experimental, quasi-experimental, etc. If a mixed-methods study, provide design/methodology information for each component of the project. When describing the sampling plan, include information about the recruitment/selection of subjects. **NOTE: Copies of all recruitment/selection materials must be attached to this application (e.g. advertisements, notices, emails, letters, and phone scripts).** When describing the study procedures, explain all tasks the subjects will be asked to perform, including the frequency and duration of procedures. **NOTE: Copies of surveys, interview questions, focus group questions, and other data collection instruments must be attached to this application.**

The writing above the response area provides a good description of what to provide here. You may attach any relevant research documentation in the “Miscellaneous Research Documents” section of the application.

**Describe the data management procedure in detail.**

Describe where, how long, and in what format data will be kept. Also indicate what security provisions will be taken to protect the data and ensure confidentiality.

Be as detailed as needed.

**Select all that apply.**

Researcher will obtain

- N/A Observations
- N/A Academic tests
- N/A Student records
- N/A Psychological intervention/treatment records
- N/A Medical records

Interaction with subjects will include

- N/A Survey/questionnaire
- N/A Interview
- N/A Personal interaction with subjects

These answers refer to the actions of you and your team. When describing what you will obtain, refer to what information you and your team will personally obtain/create. Any information that you need to obtain from district departments or other sources will be detailed in the following questions.

Please indicate if you will be gathering data from any CCSD-maintained systems.

List the sources of data that **ARE** dependent on school/district records.

Be specific (e.g., academic grades, attendance).

This refers to data that you will obtain from district sources. If you can access the data yourself: describe what data you require and where you will obtain it. Otherwise, describe any data or records you will need the district to provide to you as part of your research. For example, if you will need academic grades as part of your research, please note if you can obtain this information yourself or if you will need us to pull that data for you. Note: if you do require us to provide data, you will need to complete a Release of Student Information (ROSI) request.

Indicate the office/school level(s) targeted by the research.

- Select... District Office
- Select... Elementary School
- Select... Middle School
- Select... High School
- Select... Alternative School

Mark the type(s) of schools targeted

List the specific site(s) where the research will take place.

List specific schools where you will conduct your research (if applicable). If you have not finalized your lists of schools or if this does not apply to you, please state that here.

Indicate the number of participants and/or subjects in the research.

Use the total column if the grade designation is not applicable. Please provide the best estimate you can, but it does not have to be exact.

Participants	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Students	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Teachers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Principals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Others	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Provide your best estimates. Here we are getting a sense of the scope of your project. Example: if your project requires the involvement of five 4th grade teachers, mark a 5 in the “Teacher” row under the the “4” column and then mark 5 in the total for the Teacher row.

Estimate the amount of time the research project will require of each type of participant.

List the time units in minutes.

Participants	Testing/Assessment	Interview	Observation	Training	Other	Total
Students	0	0	0	0	0	0
Teachers	0	0	0	0	0	0
Principals	0	0	0	0	0	0
Parents	0	0	0	0	0	0
Others	0	0	0	0	0	0

Provide your best estimate. Remember, this is a time estimate for participants. Example: if your project involves 10 students and each will need to answer a 20 minute assessment, you may mark 20 under “Testing/Assessment” for the “Student” row and then 200 under “Total” for students. If you are unsure of what description applies, feel free to use “Other”.

Explain the expected value of the research to the Clark County School District.

Between your hypotheses, your expectations, and anticipated results, detail how you feel your research will benefit the district at large.

## Part C: Protocol for Research Involving Human Subjects

### Summary

This section asks you to provide an honest accounting of the risks, benefits, and other facets of your projects that participants should be aware of. Your responses here likely reflect the information provided on your consent/assent forms. For projects that do not have participants, you may simply fill out with “N/A” or similar.

Note: guidance for this section is brief as we require your responses without guidance in how to describe the benefits, risks, etc. For students, much of the information provided here may come directly from your methodology descriptions.

### Walkthrough

**SUBJECTS:** Indicate efforts that will be made to assure equitable (gender, ethnicity etc. as appropriate) selection. When vulnerable populations are involved, describe why they are necessary.

Follow the question prompt here. Provide details about your research population, sample selection, and relevant information regarding your intended research participants.

**RISKS:** Describe any potential risks to the subjects – physical, psychological, social, or legal – and assess the likelihood and seriousness of those risks. If the methods of research create potential risks, describe other methods that were considered and why they will not be used. Describe procedures, including confidentiality standards, for minimizing potential risks.

Describe any potential risks that may occur as a result of taking part in your project.

**BENEFITS:** Describe the anticipated benefits of the research to the individual subjects, to the particular group or class from which the subject population is drawn, and/or to society in general.

Details any benefits you expect for your participants.

**RISK-BENEFIT RATIO:** Assess the relative weights of the study.

### Detail to relationship between the risks and benefits present in your work

**COSTS TO SUBJECTS:** If the investigation involves the possibility of added expense in time or in money to the subject or to a third party, indicate how this is justified. Be sure this is mentioned in the consent form.

### Detail any costs your participants may face as part of their participation.

In the box below, please describe the method of obtaining informed consent, the person(s) who will be responsible for obtaining it, and where the informed consent forms will be stored.

NOTE: It is the responsibility of the researcher to retain records relating to the research for at least 3 years after completion of the project.

Sample Informed Consent Form: [Word document \(.docx\)](#) [Adobe PDF](#)

Guidance for Parental Permission in Research with Children: [Word document \(.docx\)](#) [Adobe PDF](#)

The applicant has not uploaded an informed consent form in this section.

No file chosen

Detail your procedure for disseminating consent forms, how you will collect them, and how you will store them. Then, attach a copy of your informed consent form(s). Make sure you include all relevant consent forms. This might be two versions of a form meant for different types of participants (example: parents versus teachers) or your consent form translated into different languages (if your project requires it). Note: we only want blank versions of your form(s). Do not attach forms filled out by participants.

**CHILD/YOUTH ASSENT:** If children under the age of 18 are to be subjects of the research, an assent from each child (Child/Youth Assent Form) and permission from each parent (Informed Consent Form) must be obtained. These are two separate documents.

Sample Child/Youth Assent Form: [Word document \(.docx\)](#) [Adobe PDF](#)

The applicant has not uploaded a child/youth assent form in this section.

No file chosen

Child/Youth Assent Form Comments

Optional comments

Provide a copy of your child/student assent form. Note: we only want blank versions of your form(s). Do not attach forms filled out by participants.

## Part D: Sponsorship and IRB Approval

### Summary

This section is where you will attach the rest of your documentation: facility letters, sponsorships, and IRB approval/exemption.

### Walkthrough

This section simply asks for attachments. If you experience any technical issues in attaching files, feel free to contact us.



# Release of Student Information (ROSI) Requests

## Request

To fill out a ROSI request, you must first have an approved and current research protocol. You will then have the option to fill out a ROSI form in reference to your current protocol. It is possible to have more than one ROSI attached to a research protocol. The request itself allows you to describe the data you need from the district. The following sections do help guide how you answer this question. **Be as detailed as possible.** Between the Research Department and other departments, multiple people may be working on your data request. We are going to follow your description as closely as possible. We will ask questions for clarity and to ensure we understand your request.

Note: Once we have provided a time estimate and charged a fee, any additional requests related to a ROSI may be subject to additional fees.

## Section 1: Who is in the Study

This section prompts you with questions to describe your research sample. Under “special instructions”, you may provide additional information that will help us understand the sample of interest.

## Section 2: What Data you are Requesting

This section is where researchers provide a bulk of their description for the data needed. Please be as specific as possible. We will ask questions if we feel we need clarification. However, failing to be thorough here might mean critical data is left out once your request is processed. For example, if you request only ACT composite scores, asking for ACT Math scores might require an additional data request.

## Section 3: How do you want your data

This section is where researchers may detail any very specific business rules or specific ways in which we are to capture the data. When we ask for clarification, it is often in reference to this section. There are many business rules that affect district data. We understand that not everybody will know the relevant business rule regarding their data, especially if they do not work for the district. Feel free to reach out and ask questions if you need to.

Again, the entire point of the ROSI form is to be as clear as possible about what data you need.

## Fees

ROSI fees are based on the estimated time needed to pull and process the requested data. Often, we need to consult with other departments in order to get an accurate time estimate. Once we have a final

estimate, we will be the ones who will fill in this estimate. We will then apply a student discount (if applicable).

Fee structure: \$125/hour for data processing (\$62.50/hour for current students)

## Releasing Data and Follow Up

Once we have finished processing the data and the fee has been paid, we will upload the data. After this point, you are able to log onto the application portal and download the data directly. Please let us know if there is another way you would like us to transmit the data such as a secure site.

Once we have provided the data, you will have thirty (30) days to let us know if you find any issues with the data. If there is an error on our part, we will fix the data and get it back to you as soon as we can. If you need more additional data, we will likely have you submit another ROSI (hence why you must be thorough in your data request description). If you reach out to us after the thirty day window, you may be subject to additional fees.