CCSD

CLARK COUNTY

SCHOOL DISTRICT

Research Application Manual

Revised June 2025

Introduction

The Clark County School District (CCSD) 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.

What is Research?

By necessity, the District maintains a broad understanding of research. Research includes any project that aims to collect or create quantitative or qualitative data from students, parents, or staff from the greater school district community. This includes any project with defined, answerable questions and hypotheses which require the collection of data, survey responses, or other sources of data from participants. Research participants may be any individual associated with the District (students, employees, parents) about education related topics or which requires collected data from the District about matters related to education. This also includes any evaluation study meant to capture or measure the outcomes and impact of training, professional learning, grant programs, non-profit work, and more. Projects that are relying solely on publicly available data may not need to go through the research application process. If in doubt, please contact the CCSD Research Department to see if your project needs to go through the application process.

Purpose of the Research Application and Review Process

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).[1] Research proposals that do not align with these laws are prohibited from taking place within the District.

Purpose of this 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.

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[1] 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

General Guidance and Tips

There are several important factors to keep in mind when conducting research within the District.

1. All research and evaluation is voluntary. All research and evaluation activities fall outside of the official duties of the District and its staff. CCSD students, parents, and staff are not compelled to engage in research activities. Additionally, neither the District nor the Research Department will take action to compel or bolster participation in research. Each participant will decide on their involvement and, as such, we require active and informed consent/assent for all participants.

2. Take your time to ensure complete responses and documentation. We understand that applicants may face deadlines causing concern about the time frame for approval. The Research Department works to ensure that we conduct review activities in a timely manner and maintain responsive communication with all applicants. Trying to accelerate the process by filling out the application, attaching documents, and submitting as fast as possible often leads to errors, which may slow down the process. Take your time to ensure that you have provided all documentation that has been required for your project. Review your submission to ensure all documentation is filled out correctly and comports to our expectations. Finally, ensure that your application and supporting documentation reflect a comprehensive and consistent research study.

3. Subjects may be "direct" or "indirect". Direct subjects are the primary focus of a research or evaluation project. Indirect subjects are not the focus of a project but they may be part of observations, studies, or have their data/information utilized in some capacity. For example, a study focused on measuring the impact of teachers (direct subject) may need information or test scores from students (indirect subjects) to determine results. For the purpose of research review, both of these examples could be subjects within a study and their consent/assent may need to be secured.

4. The Research Department is neutral. The Research Department must remain a neutral party throughout the research review process. Researchers may ask questions to clarify aspects of the research review process. The Research Department cannot advocate for your project nor serve as liaison between you and District administration as you proceed through this process.

5. Applications should be submitted by the research/evaluation team. We understand that research and evaluation may be collaborative efforts. We ask that applications be submitted by the individual(s) conducting the research. This ensures clear

communication and understanding between the Research Department and research teams. This also ensures that questions are directed at the necessary parties.

6. Applications are the responsibility of applicants. It is the responsibility of applicants to complete and submit their applications. It is the responsibility of applicants to collect all required documentation and approvals. It is the responsibility of applicants to engage with their Institutional Review Boards (IRBs) and other institutions they may need to contact as part of the research review process. District staff members are not obligated to engage in communication with the Research Department on behalf of research applicants.

7. Applications must reflect a complete proposal for proposed actions with the District. The research review process does not review or approve activities outside of CCSD or the related educational community. The research review process will not consider activities that have yet to be planned or developed. Your application must reflect your proposal as it has been developed and all supporting documentation and application responses must reflect the entirety of the project. Anything beyond that may be discussed as modifications or separate applications.

Additional Guidance by Topic

Applications Related to Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA)

Research applicants must provide all executed MOU/MOA documentation if their research activities relate to an MOU/MOA.

The Research Department often receives applications related to executed MOUs/MOAs signalling a partnership with the District. MOUs/MOAs include critical details necessary to proceed through the application review process. This may include details on data collection already approved by the District, data requests already agreed to, and more.

Failure to provide this information creates a whole host of issues for the research review process. Seeking out information on MOUs/MOAs related to a research application will create significant delays in the review process as the Research Department must identify what activities are covered by an MOU/MOA and what activities are additional.

To save a considerable amount of time and effort, research applicants should provide this information as soon as possible in the process. Preferably, final executed MOUs/MOAs should be attached to the Letter of Intent (Part A of the application).

CCSD Staff and the Research Review Process

CCSD staff conducting research will undergo the same review process as non-staff applicants.

Each year, many CCSD staff members complete research studies as part of their academic coursework. The District must make a distinction between CCSD staff fulfilling their job duties and CCSD staff completing work for personal academic advancement. For the research review process, CCSD staff will proceed through the research review process with the same expectations and requirements as a student.

CCSD Staff Separating Work Duties and Research Activities

Activities undertaken by CCSD staff as part of official duties and responsibilities are distinct from activities undertaken as a researcher, even if the activities are the same.

CCSD must maintain a distinction between official duties and research work. Obligations and responsibilities carried out by CCSD staff members and academic activities a CCSD staff member may undertake as part of their coursework are separate.

Research work that emulates or utilizes typical classroom activities will be reviewed as research. Ultimately, the instruments used and data collected for research are to be treated as research, even if actions are identical to day-to-day activities in the classroom. Research activities must be reviewed as such even if they are identical to typical classroom activities. For example, if a CCSD staff member plans to administer a quiz in their own classroom for research purposes, this quiz will require consent and research review, even if it is identical to a quiz administered for official course assessment and grading.

All research instruments, consent/assent forms, recruitment materials, and any other research-related documents must not reference any affiliation with CCSD. This includes the exclusion of CCSD email addresses, phone numbers, and school addresses. Student researchers must use university or personal email addresses on research forms and must not include any CCSD-affiliated contact information.

CCSD Staff Accessing District Data for Research

CCSD staff must proceed through proper procedure to utilize any data or information they may have access to as part of their duties.

CCSD staff members have access to private and personally-identifiable data to fulfill their job duties. This data is protected by several regulations and statutes including FERPA, HIPAA, and IDEA. CCSD staff cannot utilize this data for purposes outside of their official duties without going through proper procedures. This includes any data accessed through district-maintained systems, as well as, any data collected as part of official job duties.

CCSD Staff Involvement in Research as a Subject

CCSD staff involvement in research must be voluntary and occur outside of contractual work hours.

CCSD staff members may play a critical role as research subjects. Approved research projects must secure the informed consent of all participating staff members as with any research participant. Additionally, research activities involving staff as subjects must occur outside of contractual work hours. Surveys, questionnaires, interviews, focus groups, and more must occur outside of the time designation for official duties and responsibilities.

CCSD Staff Involvement in Research in Other Roles

CCSD staff involvement in research in other capacities must be voluntary and not disrupt normal classroom functions.

The Research Department recognizes that the classroom is a critical site of research. Even if

CCSD staff are not the primary subjects of research, they may be asked to assist research in some capacity. This may include allowing observers into the classroom, allowing researchers to conduct research activities with consenting students, or providing de-identified classroom artifacts to researchers. Researchers may be required to secure the consent of CCSD staff and teachers involved in a research study even if they are not the direct subjects of said research.

Challenging Topics and Research Approval

The subject matter of a study or its research materials may impact approval.

The safety and privacy of research participants is the top priority of the research review process. Particular subject areas present issues for ensuring the safety of our research participants and the protection of their private information. The Research Department encourages research into difficult topics, however, applicants must understand that certain subject matter may require extra scrutiny, changes to question wording, or lead to the denial of a project. Each project will be reviewed as a comprehensive study with context taken into account. That said, it is important to provide a list of topics that may prove troubling for District approval.

- Political affiliation(s) or partisanship
- Religious affiliation(s) or beliefs
- Sexual orientation
- Sexual activity
- Physical and/or sexual violence
- Marital status
- Personal income
- Psychological issues faced by the respondent or their family
- Illegal or antisocial behavior
- Suicidal ideation and behavior

Fingerprinting and Badging

Researchers must be fingerprinted and badged to have unsupervised contact with students

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.

Grant Letters of Support

Grant letters of support are not part of the research review process and the Research Department is not where to seek such letters.

Grant letters of support demonstrate preliminary endorsement for projects as part of a grant application process. They are meant to demonstrate the feasibility of a project seeking grant funding. Grant letters of support are not part of the research review process administered by the Research Department. The research review process focuses on the review and approval of research ready to commence within the District. We expect that those currently seeking funding will eventually go through this review process before they begin their own work. As such, the Research Department does not provide preliminary grant letters of support for a project the department will later review as an objective party.

Longitudinal Study Considerations

Longitudinal studies and supporting documentation must be renewed annually.

All projects approved in one school year must seek renewal and re-approval to extend research into the subsequent school year. If an applicant is planning a five-year study, the study will require an initial approval and then seek renewal for each of the additional four years.

This process includes the renewal of all time-sensitive documentation and District approvals. This process may also include updating all research instruments should changes occur. Those who plan to submit an application for longitudinal studies must be aware of this commitment and potential issues.

There are many ways in which longitudinal studies may face challenges, including but not limited to:
- A District sponsor supporting a project may leave their position
- School principals approving research activity at their school site may switch schools
- Students in a longitudinal study may switch schools or move out of the District
- District priorities change as will support for research

The Research Department recommends that applicants consider these challenges and plan accordingly. If there is the potential to break up a longitudinal study into smaller portions, it may be beneficial (please refer to the guidance on multi-phase projects).

Longitudinal Studies and Tracking Participants

It is the responsibility of research applicants to track their participants and secure relevant approvals to ensure their continued participation.

As noted above, transiency is a major consideration for long-term projects. Administrators, staff, and students frequently move around the District or even move out of the District. Naturally, this is a concern for any longitudinal study that wishes to utilize the same participants over time.

It is the responsibility of the research team to keep track of their participants in the face of potential transiency. The Research Department cannot help researchers track down participants to ensure their continued involvement. Additionally, the research team is responsible for securing any additional approvals from additional school sites should a participant change schools.

Multi-Phase Projects

Each phase of a multi-phase project must be approved as separate research applications.

Some research studies are designed to be multi-phase projects. In such studies, the results from one phase of a project will inform or shape subsequent phases. For example, survey results from Phase 1 of a project will shape the interview questions for Phase 2 in the following year.

The Research Department does not review or approve of undeveloped or unplanned research activities. If results from one phase of a study inform the creation of research instruments in subsequent phases, then there will not be research instruments to review until earlier phases are complete. The Research Department will not review hypothetical future research instruments.

For a multi-phase project, your initial application should include only Phase 1 of the study. Subsequent phases of the project may be submitted as separate applications once they have been fully developed.

Research Reimbursement Amount and Format Limitations

Research reimbursements amounts for research projects must not exceed $200 for adult participants and $25 for student participants. Additionally, reimbursements must be in an acceptable format.

Ethical voluntary research requirements for the District include placing limitations on research reimbursement amounts. For adult participants, whether staff or parents/guardians, the reimbursement limit is $200 total for each participant for all related research activities. For minor participants, the reimbursement limit is $25 total for each participant for all related research activities.

Note: If your suggested reimbursement amount is much higher, it is possible that you are seeking to reimburse individuals for time spent in professional learning, training sessions, product testing, etc. or other points addressed in this section.

Additionally, reimbursements must be in an acceptable format. This may include gift cards or checks for individual participants. This may also include checks written out to a school for participation. There are reimbursement that will not be accepted for approval. This includes private debit cards issued to a school or requiring research participants to go through additional processes such as applying for reimbursement through a university accounts payable department. Methods of reimbursement are in a constant state of evolution. The Research Department will review each reimbursement methodology individually.

Screener Instruments are Research Instruments

Instruments used to screen out participants who do not meet particular study criteria are still collecting information and require consent.

It is a common practice to utilize screener surveys or other comparable methods to ensure that only participants who meet specific criteria continue onto research instruments. Some research designs benefit from this type of front-end filtering of respondents. However, screener surveys are still collecting information from participants. A researcher is still inquiring about personal details if they ask a question as part of a screener survey or a full survey.

As such, we expect active consent to be collected prior to administering the screener survey. This may have an impact on the order in which researchers collect consent and administer instruments.

Tips:
- Digital consent forms make collecting consent and administering screener surveys a seamless process (see our notes on digital consent form below)
- Screener surveys may limit the ability to compare results and/or limit participation numbers
    - While it may seem beneficial to limit research participants to only those who meet specific criteria, you may be missing out on an entire comparison group.
    - Often times, it may make more sense to include these "screener" questions into the main survey
    - This will allow you to collect even more data and compare those participants who meet your criteria against those participants who do not
- Of course, this all depends on the needs of the researcher and the field of study but the Research Department has reviewed many studies that have limited their own participation by using screener methods

Seeking Approval for Products, Services, or Technological Applications

The Research Department will deny research applications that seek approval for deploying and/or testing a product, service, or technological application in the District.

The Research Department receives applications from third-party vendors and developers who are looking to receive approval in order to recruit staff, parents, or students for extensive product testing or feedback for product development. The Research Department does not consider such work to be research work and such applications will be denied. If applicants seek approval to deploy their product, service, or technological application within the District, there are other procedures for vendors to follow outside of the Research Department.

Separating Programs and Program Evaluations

Programs and program evaluations are distinct processes. The Research Department only reviews and approves evaluation studies.

Programs encapsulate any program, professional learning, training schedule, service, intervention, after-school activity, tutoring practice, technological application, etc. that may be approved and adopted by the District. Programs will proceed through their own approval processes. These programs do not constitute what we would consider research. As such, program approval is not under the purview of the Research Department.

Program evaluations are any study designed to evaluate the impact of a program. This includes work aimed at measuring the effectiveness of an intervention, the academic impact of a tutoring program, and any other study designed to collect and analyze data to determine the outcome of a program. The Research Department does consider such work to be research. Research evaluations studies must proceed through the research review process to receive approval.

Research applicants should not utilize a research application to seek out approval for a program. If a program has not yet received approval, applicants should proceed through the steps necessary to obtain program approval. Applicants will then return to the Research Department when they have an evaluation study to review.

When filling out an application for program evaluation, all responses and documentation must refer only to the evaluation work. The application must focus solely on the research activities and methods relevant to gathering data for an evaluation.

Use of Audio & Video Recording

The use of recording as a source of research data will be reviewed on a case by case basis to maintain the privacy and protection of students, parents, and staff.

The Research Department recognizes that the audio and video recordings are an important source of data for research, particularly qualitative methodologies. Recordings used for research purposes are distinct from recordings used for official district ends. Additionally, researchers must consider all individuals who may be present on recordings, regardless of the subject or focus of said recording(s).

As part of the research review process, all proposed methods of recording must: 1) Secure the consent/assent of all participants for said recording 2) Respect the privacy and confidentiality of non-consenting individuals and 3) Not pose any disruptions to typical classroom activities.

Any further guidance will be given on a case by case basis. Every research project is different and may use recording in different ways. In general, audio recording methods present less challenges in the educational space than video recording. This is especially true in the classroom setting where the entirety of the class may appear on recordings. However, video recording is more manageable in smaller, controlled situations such as individual interviews or focus groups.

Each research design will be reviewed based upon the facts of the project. Through the review process, the Research Department will review proposed methods for recording and provide guidance where necessary.

Overview of the Research Application Process

Introduction

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.

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).

Application Submission & 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.

Application Revision and Resubmission

Upon review, research applications may need to address issues, questions, or concerns. The Research Department may ask questions via email or other communication. For any issues involving the application, responses on the application, or documentation, the application status may be set to "Revise and Resubmit". This allows researchers the opportunity to review their responses, attach documentation, or edit other aspects of their design.
Common reasons for revision include, but are not limited to:
- Required documentation is missing
- Required documentation has incorrect/inaccurate information

- Required documentation information does not align with description provided on the application
- Information provided on the application is inconsistent (i.e. description in one response does not align with description elsewhere)
- Details provided on Informed consent/assent forms do not align with description provided in the application
- Inconsistent description of research subjects
- Inconsistent description of research activities and/or data sources
- Inconsistent description of recruitment activities

Overall, complete research applications but be thorough and consistent. Descriptions provided must align between the application, concert forms, and other documentation. An approved application must reflect all accurate information to a research design at the time of approval.

Conditional Approval

Many student researchers are required to provide documentation of approval or acceptance of research from Clark County School District prior to receiving full approval/exemption from their Institutional Review Board (IRB). In turn, the Research Department requires IRB review/exemption as part of the research review process. This presents a situation where each institution requires the final decision of the other institution before finalizing their own process.

For these situations, the Research Department offers a conditional approval pathway. Researchers may submit a complete application with all required documentation except for their IRB decision letter. The Research Department will review the application as normal. If the application is ready for approval, the Research Department will provide a letter of conditional approval. The researcher may then present this conditional approval letter to their IRB to signify the approval of the District. At such time, the IRB will provide their own final decision letter, which the researcher should forward to the Research Department to receive their final approval letter.

The Research Department is familiar with institutions requiring this process, though, policies change. The Research Department may contact your institution's IRB with questions about their process if it is required.

Note: Once the Research Department provides the conditional approval letter, it typically does not take long for the IRB to finalize their process. However, every IRB is different and each researcher's experience is unique. If a significant amount of time has lapsed since receiving the conditional approval letter, the researcher may need to provide information on changes that have been made to the research design since initial review.

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: Modifications and Renewal/Extension

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.

Post-Research Renewal and Approval

This option is for researchers who are completely finished with all research activities and data collection but who have not yet finished drafting their final report (as per the requirements for the Completion Form).

Researchers who are effectively finished with all research but need to maintain their active research status as they cannot yet satisfy the requirements for submitting a completion form may utilize this option. It would require filling out a project check-in as detailed above but signifying that the research is complete. The Research Department would review this check-in form and, if the project renewal is approved, the active status of the application will be extended to allow for the completion of a final report.

There are several critical notes about this procedure:
- Post-research projects will be considered finished in every way except the delivery of a final report for the Completion Form.
- Post-research projects must be finished with all data collection and research activities.
- Continuing to collect data or conduct research activities after receiving a post-research approval is a violation of our Conditions of Approval and the applicant will receive a Cease and Desist notice.
- Violation of the conditions of the Post-Research Approval will also bar an applicant from any future research review or approval.
- If researcher(s) must collect new data or engage in additional research activities upon receiving post-research approval, they must submit a new application and seek approval for the additional work.

In every sense, a post-research project is effectively complete with all research activity and simply needs time to finish writing up the final report.

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

Documentation

Requirements for All Research

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. If a human subjects certificate does not have a printed expiration date, then a certificate is current if the certificate has been provided in the last five (5) years. If the completion date on the human subjects certificate is greater than five (5) years old at time of application submission, then the certificate is considered expired and the team member must provide an updated certificate. 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 decision letter from a registered Institutional Review Board (IRB) regarding their project. Decision letters may be 1) an IRB approval letter upon review or 2) an IRB exemption letter. Decision letters must be current for acceptance. 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.

Registered IRBs may be searched through the Office for Human Research Protections (https://ohrp.cit.nih.gov/search).

➥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.

Requirements Depending on Research Design

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: District sponsorship is a form used to signal support received from an eligible sponsor within the District. Sponsors are required for a) projects that will not engage in research activities at a school site but that still require stakeholder support b) projects that will engage at multiple schools sites (3+) c) projects that may need additional support in light of a particularly vulnerable student population or challenging research topics or d) project that require data from a particular department in the District. All sponsorship is voluntary and administrators are under no obligation to assist research studies or researchers.

Who Can Serve as Sponsor?: 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.

What Does a Sponsor Do?: This is dependent on the design of the study. Studies will vary in the level of assistance they might require from a sponsor.

In most cases, a sponsor serves as a content area expert and representative of the District in supporting a project. In this role, sponsors serve as an additional approval to the Research Department. In other cases, researchers may require additional assistance from their sponsor. This often takes the form of assistance in recruiting for a study. For example, a sponsor might assist a researcher in contacting students or parents who have utilized a District program or services. Finally, sponsors may have access to data necessary for a research study.

Responsibility of Researcher: Communication must be clear between a researcher and a potential sponsor. You must be prepared to answer questions about your research and what you may require from a sponsor. Be open and clear about your needs. If you require assistance in recruiting participants or assistance in emailing participants to contact you, it is important to discuss what you require to communicate to potential participants. If you require data, you must discuss your needs with the sponsor if they are able/willing to fulfill your request.

Renewing Sponsorship(s): 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.

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.

Informing Participants: 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.

Note: Digital Consent Forms and "Skip Logic"

Digital consent forms are increasingly common for research projects. There are two important factors to consider in using digital consent forms: ensuring active consent and using "skip logic".

Active Consent: As with paper consent forms, the District requires active consent for digital forms as well. There are several ways this may be achieved and researchers may choose the method best suited for their study.

Active Consent in this context may include providing a text box for participants to type in their name or initials to consent before proceeding. Another approach is to provide radio (circular) buttons that a participant may click to consent or deny consent

Requesting participants to read the consent form and simply click "next" to proceed, or similar, is NOT considered active consent. There must be some from of additional step taken by a participant to signal their consent and acknowledgment of the consent form.

Skip Logic: It is common to have digital consent forms precede a research instrument. For example, it is beneficial to have participants consent to a survey and then continue directly to said survey upon providing consent. If you intend this structure of your own forms, it is imperative that researchers ensure the application of *"skip logic"*.

The terminology may differ depending on the platform but "skip logic" refers to built-in rules for your digital instrument that ensure only consenting individuals may continue onto your instrument. If a participant actively denotes their consent, they are able to continue onto the rest of the instrument. If they do not consent, the participant is exited away from the instrument.

Ensuring the presence of skip logic ensures that you are not collecting data from non-consenting participants.

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.

[text box]

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.

[text box]

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.

[text box]

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.

[text box]

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

Aticipated Start Date: [mm/dd/yyyy]

Aticipated End Date: [mm/dd/yyyy]

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? Yes

Position Title:

Position

Work Location Name:

Location

Work Location Number:

012-345-6789

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

First Name | Last Name

Email Address

user@domain.com

Physical Mailing Address

Street Line 1

Street Line 2 (Optional)

City

State

Zipcode

Country

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

Telephone Number

012-345-6789

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:

Select

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.	First Name	Last Name	Role	Choose File
2.	First Name	Last Name	Role	Choose File

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?

Yes

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, reinmbursement, or services without charge or incentives?

Yes

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

<u>Design/methods examples:</u> 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 <u>sampling plan</u>, include information about the recruitment/selection of subjects. <u>NOTE: Copies of all recruitment/selection materials must be attached to this application (e.g. advertisements, notices, emails, letters, and phone scripts).</u> When describing the <u>study procedures</u>, explain all tasks the subjects will be asked to perform, including the frequency and duration of procedures. <u>NOTE: Copies of surveys, interview questions, focus group question, and other data collection instruments must be attached to this application.</u>

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.

Researchers will obtain:

Select ∨	Observations

Select ∨	Academic tests

Select ∨	Student records

Select ∨	Psychological intervention/treatment records

Select ∨	Medical records

Interaction with subjects will include:

Select ∨	Survey_questionnaire

Select ∨	Interview

Select ∨	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.

Select... ∨

Data Guidelines:
If you are and employee who already has access to CCSD student or personnel information, please respect FERPA and District guidelines for publishing and pulling data. First or last name must never be attached to any records for research use. Additionally, free and reduced price lunch eligibility (FRL) at the student level is not permitted to be used in any outside research. You may report the percentage of students in a school who are eligible for FRL because this is reported on the state accountability website: http://nevadareportcard.nv.gov/di/

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".

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.

* Your organization's Institutional Review Board (IRB) may approve a consent procedure that does not include or adhere to all of the elements above. In this case, CCSD will accept the conclusions of your IRB. However, CCSD internal policies require student assent and parental consent for students under the age of 18. This requires signatures from both the parent and the student.
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**

[Choose File]

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**

[Choose File]

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.