



SUMMARY

Newport News Public Schools (NNPS) encourages the pursuit of research by graduate students and other professionally and technically qualified individuals and research organizations which holds the potential for benefits to the instructional program and the professional growth of division personnel.

The following factors are used in determining whether the school system can cooperate in a research proposal:

- The technical soundness of the research design;
- The appropriateness of the research for a public school setting;
- The availability of research sites and subjects; and
- The need for the division to protect the personal and legal rights of students, parents, and staff.

The following categories of research will be accepted for screening and evaluation:

- Proposals originating within NNPS offices, departments, and/or schools;
- Proposals from individuals or organizations independent of NNPS; and
- Proposals for master's thesis and doctoral dissertations.

Applications for research projects to meet the requirements of undergraduate or graduate courses will be handled on a case by case basis giving consideration to the scope of the project and the factors defined above.

The Research Authorization Committee (RAC) is responsible for screening and evaluating all requests for research studies to be conducted within NNPS. The signature of the RAC chairperson is required before a research study may proceed. Proposals involving sensitive issues or substantial commitment of NNPS resources may require additional approval from division personnel responsible for those issues or commitments.

Research activities involving students may not be conducted from April 15th through September 30th, unless specifically requested and approved by the Superintendent, Assistant Superintendent, or Chief Academic Officer.

Research submissions should be addressed to the RAC chairperson. The RAC will make every effort to evaluate, review, and respond to the submission within thirty (30) days of receipt. Subsequent proposal revisions, if necessary, will be handled upon receipt by the RAC chairperson.

Researchers should understand that student and parent participation in a study is completely voluntary. The participation of school personnel is also voluntary unless specific commitments have been made by authorized division personnel. Any research instruments to be administered to subjects must display a clarifying statement to this effect. Anonymity of any participant, school, or the division must be preserved.

Office Use Only: Processing Status

Date Forms Received ____/____/____ Date to RAC ____/____/____ Date from RAC ____/____/____

RAC Decision: Accept Revise Reject

Date Revisions Sent ____/____/____ Date Revisions Received ____/____/____

Final Decision: Accept Revise Reject

B. MAJOR FEATURES OF PROPOSED STUDY

NOTE: All applications must be accompanied by a full technical proposal, submitted as an attachment to this application. See page 7 for format.

1. Title of research _____

2. Desired time schedule for carrying out the research: From ____/____ to ____/____
Mo. Yr. Mo. Yr.

3. The research problems/questions and subproblems/subquestions to be studied:
- a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____

4. Type of research site(s) required:
- a) Check all that apply: ____ Elementary ____ Middle ____ High ____ Central or Field Office
 - b) Do you want to work with a specific school or schools? ____ Yes ____ No
If "Yes," specify _____
 - c) Are there other types of research sites required? ____ Yes ____ No
If "Yes," specify _____

C: REQUIREMENTS FOR STUDY

NOTE: All applicants submitting proposals involving students or staff must also include a copy of their institution's human subjects review board approval letter and a copy of the informed consent agreement detailing their subjects' voluntary participation.

1. Will data be collected from/on students?

___ Yes (Answer parts a, b, and c of this question.) ___ No (Skip to Question 2.)

a) Total number of students needed for this study _____

b) Check and describe any specific criteria for selection of students to take part in the study.

___ Grade level _____

___ Ability/Achievement level _____

___ Racial/Ethnic background _____

___ Gender _____

___ Enrollment in special programs _____

___ Other (specify) _____

c) Are students' test results required? ___ Yes ___ No

If "Yes," specify tests and types of scores needed _____

2. Will data be collected from/on school staff, parents, or former students?

___ Yes (Answer parts a, b, c, and d of this question.) ___ No (Skip to Section D.)

a) Check all that are applicable; indicate number needed and briefly describe individuals' roles in study.

Individuals Needed	Total Number	Role of Individuals
___ Classroom teachers	_____	_____
___ School-based administrators	_____	_____
___ Central office Administrators	_____	_____
___ Parents	_____	_____
___ Former students or families	_____	_____
___ Support services staff	_____	_____
___ Other (specify) _____	_____	_____

b) Are data on staff required? ___ Yes ___ No If "Yes," specify _____

c) Are data on parents required? ___ Yes ___ No If "Yes," specify _____

d) Are data on former students required? ___ Yes ___ No

If "Yes," specify _____

D. INSTRUMENTS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

NOTE: All data collection instruments used as part of a research study are subject to clearance of the Research Authorization Committee. Please attach all instrument documentation for review.

1. What tests, guides, questionnaires, scales, interest inventories, and other typed or printed instruments will be used? Specify here.

Type of Instrument	Description of Instrument	Who will Complete or be Observed	Was Instrument Constructed by Researcher ?		Estimated Time to Administer
			Yes	No	
___ Group Test	_____	_____	___	___	_____
___ Individual Test	_____	_____	___	___	_____
___ Questionnaire	_____	_____	___	___	_____
___ Interview Protocol	_____	_____	___	___	_____
___ Observation Guide	_____	_____	___	___	_____
___ Attitude/Interest Inventory	_____	_____	___	___	_____
___ Other	_____	_____	___	___	_____

2. Will instructional materials be used for research purposes? ___ Yes ___ No

If "Yes," specify _____

E. REQUESTED PARTICIPATION OF NNPS STAFF

1. Will teachers be asked to assist with the study? ___ Yes ___ No

If "Yes," specify amount of time _____

2. Will other school system personnel be asked to assist with the study? ___ Yes ___ No

If "Yes," specify who and amount of time _____

F. ATTACHMENTS

Check items which you are attaching to this application:

- Proposal Description (REQUIRED). See page 7 for outline of narrative description.
- Instruments to be used (if necessary) and a copy of each instrument.
- Copy of the Institutional Review Board (IRB) for Human Subjects (REQUIRED)
- Consent forms if studies include parents, students, and NNPS staff members (REQUIRED, if applicable)

G. RESEARCH ACTIVITY REPORTS

Please indicate your compliance with the following statement: (compliance is a precondition for the approval of any proposal)

I understand that when students, NNPS staff members, or parents are participants in a research study, an executive summary of no more than 25 pages will be prepared and reproduced by the researcher. One copy of the executive summary will be provided to the chairperson of the Research Authorization Committee. In addition, the Research Authorization Committee may request one complete copy of each report or product developed as a part or outcome of the research project. No charge will be made to NNPS for any of these reports, copies, or products; and all will be provided within 30 days of the development of the report or product, or within 30 days of the end of the study, whichever comes first.

_____ / ____ / ____
 Signature, Applicant Date

H. SIGNATURE OF THESIS/DISSERTATION COMMITTEE CHAIRPERSON

The following is to be signed by the chairperson of the applicant's thesis/dissertation committee (if applicable).

I have reviewed the enclosed research proposal and find it to be technically competent, theoretically sound, and significant in focus.

_____ / ____ / ____
 Signature, Applicant Date

Title of research _____

NOTICE OF ACTION ON RESEARCH ACTIVITY REQUEST

To Be Completed By Chairperson of Research Authorization Committee

1. Clearance Recommendation:

Approval Disapproval Provisional Approval (approval contingent on modifications below.)

2. Remarks (Include specific modifications needed or reason(s) for disapproval, as appropriate.)

_____ / ____ / ____
 Signature, Chairperson of RAC Date

REQUIREMENTS FOR NARRATIVE DESCRIPTION OF PROPOSAL

Any proposal submitted must discuss the research issues and rationale of the investigation; present a list of hypotheses; name specific instruments that will be used to meet specific study requirements; and discuss in detail the sampling, data collection, and data analysis strategies used in the study. Proposals are to be limited to no more than 15 pages.

The proposal should be organized in the following manner; required sections are asterisked.

SECTIONS

- *1. The applicant's completed NNPS Research Authorization Request.
- *2. This section should address in detail the background and specific research objectives of the study and questions to be addressed. It should demonstrate the applicant's familiarity with the research to be considered in developing and implementing the activities in the proposal. The chapter should discuss how the proposed research complements or improves upon previous efforts.
- *3. **INSTRUMENT DEVELOPMENT/IDENTIFICATION**
This section should address the instrumentation requirements of the study. Specific instruments should be identified. Where questionnaires, unobtrusive observation protocols, or interview protocols are specified, respondent burden should be addressed. Applicants should indicate for each instrument to be used the approximate amount of response time required. In developing instrument specifications, it must be kept in mind that respondent burden must be minimized. In evaluating proposals, this will be a major consideration. Copies of instruments should be attached.
- *4. **DATA COLLECTION METHODOLOGY**
Both the data collection strategies and procedures for the proposed study should be fully addressed in this chapter.
- *5. **DATA ANALYSIS**
This chapter should address the detailed analytic procedures that will be used in the study. Relationships between the analysis proposed and the hypothesis identified for testing in Chapter 2 should be specified.
- *6. **PROPOSED SCHEDULE OF PERFORMANCE**
The time frame during which each task will be accomplished needs to be specified. Time spans should be denoted in calendar days and/or months.
- *7. **SUMMARY OF STAFF ASSIGNMENTS AND USE OF RESOURCES**
This chapter should identify the specific individuals who will be used to accomplish each task. Specific time commitments should be made for each individual on each task to which he/she is assigned.

If data are requested from NNPS to conduct the study, the applicant/organization must indicate the kinds of data and the amount of staff time the request may entail. Such requests may require the applicant/organization to pay for staff time in order to fulfill the request.
- *8. **CONSULTANTS AND SUBCONTRACTORS**
The manner in which any consultants or subcontractors will be used should be addressed in this chapter. Of particular concern is the manner in which their efforts will be coordinated with those of the regular research study staff. A discussion of previous experience in working with the same organizations/individuals is highly appropriate, as is a summary of their technical qualifications. Dissertation committee members or advisors may be included in this chapter if they will play a significant role in conducting the study.
- *9. **BENEFIT TO NNPS**
This chapter should present a detailed discussion of the specific benefits of this research activity to NNPS. Please note that the request to conduct research in NNPS by individuals, private groups, and other agencies will not be approved except in instances where the benefit to NNPS of such research is very substantial or where such research may be required by law.
- *10. **RESUMES**
Resumes for all senior and mid-level staff should be provided. A preliminary statement of the manner in which each person is relevant to his/her assigned tasks should be provided as well as two professional references for all senior staff. The ideal references would be project officers for whom the applicant has done similar work on a contracted basis, supervisors, or graduate school faculty who can attest to the applicant's research skills. (Not included in the 15 page limit.)