

WEBER SCHOOL DISTRICT

SUMMARY OF PROPOSED RESEARCH PROJECT

(To be completed by investigator(s) seeking district's participation in research.)

**REQUEST TO CONDUCT RESEARCH IN COOPERATION WITH
WEBER SCHOOL DISTRICT**

This form will assist the district in reviewing the research request. The researcher is asked to complete this form and furnish other information requested as promptly as possible to allow the district to make an informed and early decision. If more space is required, please attach pages with references to item number(s).

A. Source of Request:

1. Principal investigator(s): _____

2. Project title: _____

3. Person making request: _____

Position (if student, so indicate): _____

Address: _____

Telephone: _____

4. This project is (check and complete all that apply):

a. _____ Faculty/staff research sponsored at

(Name of institution or agency)

b. _____ Research conducted in partial fulfillment of requirements for a course or degree.

Department: _____

Institution: _____

Candidate for following degree: _____

Name of research advisor/supervisor: _____

Title or position: _____

c. _____ Other (please describe) _____

5. Support for project (check one):

_____ Supported primarily by the institution or agency making the request

_____ Personal funds of the investigator(s)

_____ Grant or contract from another agency

Name of agency: _____

_____ Has been/will be submitted to another agency for review and possible funding

Name of agency: _____

B. General Project Description:

1. Purpose(s) of the research: _____

2. Outline of procedures (number of schools, total population to be involved, treatment, data to be gathered, etc.):

3. Date the investigator plans to initiate project in the district: _____

4. Description of student/subjects from this district, if applicable (e.g. number, ages, academic level, etc.). *Please keep in mind that any survey instruments used with students must only be given to current students in the researcher's class(es):*

5. Description of information required from district records or personnel, if applicable. *We allow researchers to contact district personnel once to initiate the project and once to follow up/remind. Contact is limited to these two occasions.*

6. Description of specific procedures actively involving students, graduates, parents, or staff of this district. (If tests, questionnaires, interview protocols, etc. will be used, please furnish copies.)

7. Estimate of total time requirement for each subject: _____

8. Estimate of total time requirement for all district staff: _____

C. Benefits and Risks:

1. Indicate any benefits likely to result from this research for students, staff, and/or parents of this district:

2. What risks, if any, would this research involve for participants from this district? If risks are present, indicate the justification for the procedures and steps to be taken to minimize risk.

3. Does the sponsoring institution have an Institutional Review Board (IRB) for the protection of human subjects, which complies with federal regulations?

_____ Yes _____ No

4. If “yes” (check one):

_____ This project has been approved by the IRB (attach copy of IRB’s decision and any conditions; also attach copy of approved informed consent form if applicable).

_____ Plans are to submit this project to the IRB before initiating the project in the school. The school will be furnished with evidence of approval before the research is initiated.

D. Agreement:

In the event the project is approved for conduct in the district, the investigator(s) agree to the following conditions:

1. To adhere to the purpose and procedures of the project as approved by the district and to restrict the use of data gathered in cooperation with the district to this project.
2. To furnish the district with progress reports on request.
3. To provide the district with one copy of all publications, including dissertations, reports, articles, and papers describing the completed project.
4. To acknowledge the cooperation of the district in any published report of the project.
5. To give permission for the district to cite the ongoing or completed project in its own publications, with credit to the investigator(s).

Further, the investigator(s) agrees to the following:

1. To comply with the Family Educational Rights and Privacy Act and amendments thereto.
2. To comply with the federal regulations for the protection of human subjects.
3. To report only group data and no information which can be traced directly or by inference to a specific student, family members of the student, or former school attended.
4. If student identification by name, social security number, or other means is necessary for bringing data together on a specific student, to remove this identification as soon as the data have been assembled, and under no condition permit this identification to be shared with other parties.
5. To destroy all materials gathered which contain personally identifiable information after the purposes for which the material was gathered have been completed.
6. To restrict any student surveys to current students in the researcher's class(es).
7. To contact school personnel once to initiate the project and once more to follow up/remind. No additional contact will be approved.

Copies of the following should also be forwarded to the district:

1. A more detailed description of the project.
2. A copy of test, questionnaire, interview protocol, etc. to be used in cooperation with the district.
3. If applicable, IRB approval and approved informed consent form.
4. The vita of principal investigator(s) would also assist in the district's review process.

Investigator(s) signature(s)

If student research,
signature of research advisor/supervisor

District Research Specialist

Date