



FAQ – Conducting Research

No Research Proposals will be reviewed unless the Research Proposal Application Form is included with each **hardcopy** of your Proposal

If you are interested in conducting research in Richland School District One, please read the Research Committee Guidelines document below. Then complete the Research Proposal Application Form. There are several important points to remember when submitting a research proposal.

1. A research proposal must be submitted if your research includes any of the following: interaction with students, teachers, administrators, District Staff, and/or observations at a school and/or access to data that is not readily available on the web.
2. As a Richland One teacher, you do not have permission to access your student's data for researcher purposes and must go through the committee.
3. A research proposal must be submitted as outlined by the Research Proposal application forms in hardcopy form (no emails or faxes). Do not send full dissertation summaries and/or grant projects but provide a summary of the research based on the content outlined questions in the proposal application.
4. The research committee is a three person team and will be expanded to relevant district and school administrators as necessary depending upon the scope of the research request. It will take a minimum of 4 to 6 weeks to review your proposal. Correspondence asking that the proposal be expedited will not be accepted.
5. Research will not be approved during major statewide testing times (see calendar for confirmation of those dates) and review periods may take longer during peak times of start and end of school.
6. No research proposals nor any supporting materials sent will be returned. One copy will be maintained for our files, the remaining items will be shredded and discarded.
7. You may not directly contact the school leadership to ask permission to conduct your study. Doing so will result in automatic denial of your proposal.
8. Please list a supervisor of your research (unless you are a University professor). That person will be contacted for verification of supervision.
9. **Not all Richland One schools are open for research.** Certain schools will be closed when they have reached capacity of outside researchers or if the principal has chosen that they be exempt from proposals due to other academic focuses (for example, Turnaround Schools, Priority Schools, schools with major federal grants).
10. Research in Richland One schools **MAY NOT** interfere with academic instruction or educational programs. Research that interrupts instructional time will be denied immediately.
11. All Richland One principals, teachers, staff, parents and students have the right to refuse participation in any research approved by the Richland One Research Committee.
12. If approved, your approval is only valid for that school year. If your project extends multiple years, you will need to reapply annually. You may submit the same proposal annually if you have a multi-year project. However, schools will be contacted annually to verify continued interest in participation.
13. All approved researchers must provide the district with a copy of their final report. Failure to do so will negatively influence any future research involvement with the district.
14. Research may be denied if significant amounts of work are required from the AARE office during high volume times (such as testing and release of assessment scores, etc.)
15. Richland One will not act as a funneling agency for research projects (for example, if you want to send flyers home through the school to conduct research outside of the district).
16. Richland One will not allow researchers to recruit subjects in our schools for research conducted outside of the district.