

RESEARCH REQUEST / GRANT APPLICATION FORM

Instructions

Research is understood to include all studies of educational programs in which pupils, teachers, principals, records, buildings, equipment, and other school facilities are used for the purpose of securing new information about educational and related programs.

Persons wishing to conduct research in the St. Croix River Education District and its member districts must make their request in writing. This includes persons employed by the St. Croix River Education District or its member districts.

The St. Croix River Education District reserves the right to review each research proposal to consider:

1. The rights and welfare of the students and public school employees involved
2. The appropriateness of the methods used to secure informed consent
3. The balance of risks and potential benefits of the investigation

Additionally, all research must be approved by the principal(s) and teacher(s) of any classrooms to be involved.

Research request forms to conduct research in the St. Croix River Education District and its member districts may be obtained by mailing to:

Research Review Committee
St. Croix River Education District
425 S. Dana Ave.
P.O. Box 637
Rush City, MN 55069

Phone: (320) 358-3616

How to complete this form and begin the review process

1. This form must be typewritten, and filled out completely.
2. Attach supporting documentation: consent form(s), measurement instruments, interview questions, solicitation letters, flyers, advertisements, etc.
3. Complete the checklist that accompanies this form to assure all requirements for submission are completed so that review is not delayed.
4. Submit this application and supporting documentation to the St. Croix River Education District Research Review Committee (see address above).

Other Conditions

- Persons conducting research in the St. Croix River Education District or its member districts must guarantee the anonymity of individual children, schools, and school

personnel in reporting the results, unless written approval is obtained from the parents of participating children, from the school principal, or the school personnel involved. (See discussion of informed consent, for more information)

- Final approval of any study will not be made until all measurement instruments have been reviewed and approved.
- Publications emanating from studies in the schools should acknowledge the contribution of the St. Croix River Education District and any involved member districts, including any Grants awarded, unless requests to the contrary are made, or unless the identification of the system would jeopardize future research efforts or school programs.
- A brief progress summary should be provided to the Research Review Committee approximately half way through the project.
- One copy of the final report must also be sent to the Research Review Committee upon completion of the study. Failures to comply with these stipulations place the researcher at risk for approval of future projects.

Administrative Charge

All approved research projects are assessed a \$50.00 processing and administration fee to help defray the cost of tracking projects (this fee is waived if the applicant is the recipient of a St. Croix River Education District Grant). Additional charges may be incurred if the approved projects require additional Research Review Committee personnel time to provide data (e.g., merging test score files, extracting student information from the database). These data management tasks will be charged at of rate of \$50/hour (these fees should be included in the budget proposal if applying for a St. Croix River Education District Grant).

Review Process

The Research Review Committee acts as the designee for approving all proposed research conducted in the St. Croix River Education District or its member districts. Submitted applications will generally receive a response, in writing, within 4 weeks of the date they are received by the committee. Responses from the committee may include a request for further information. Requests for further information should *not* be interpreted as an approval of the research request.

No research may be initiated in the St. Croix River Education District or its member districts without formal written approval from the Research Review Committee.

General Information

If you are applying for a St. Croix River Education District Grant, please also attach a copy of your resume.

Name:

Organization:

Department:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Has this study been approved by any other district review process or University IRB?

___ Yes ___ No

If yes, list names of approving districts and University IRB:

Is this study being completed as part of a degree? ___ Yes ___ No

If yes, what type of degree?

___ Ph.D. ___ Ed.D. ___ M.A./M.S. ___ B.A./B.S. ___ Other: _____

University or College:

Advisor's Name:

I certify that the information provided in this application is correct. I will seek and obtain prior written approval from the Research Review Committee for any substantive modifications in the proposal, including changes in procedures, research staff, etc. I will promptly report any unexpected or otherwise significant adverse events or incidents that occur in the course of this research. I will not begin my research until I have received written notification of approval from the Research Review Committee.

Your Signature

Date:

Signature of Advisor, if applicable

Date:

Project Description

Please respond completely and succinctly to each of the following questions:

1. **Summary of Research.** Give specific information on the methods to be used during the course of the study. Please include your research questions, instruments, and proposed sampling, and data collection procedures. Include samples and descriptions of all instruments to be used (e.g., survey questions, observation forms, interview questions, standardized tests) with your application. Describe any task(s) students or staff will be asked to complete.
2. Describe procedures you will use to secure and acknowledge informed consent of all participants. Please attach copies of any letters. Outline how subjects will be identified and criteria used for recruitment, who will make the initial contact with subjects, and whether or not inducements will be used to secure participation. For assistance in the informed consent process, it is recommended that you complete the University of Minnesota IRB's online tutorial at http://www.research.umn.edu/consent/menu_soc.html
3. Discuss any risks and benefits of the proposed research to students, staff, or the district.
4. Describe the request you will be making of the St. Croix River Education District. Be specific regarding numbers of students and staff, amount of time required for completion of any activities, and time line for completion of your research involving the St. Croix River Education District. Include the names of the principals of any buildings involved in the research, as well as a statement of assurance that you have gained verbal consent of participation from these principals (verbal consent from principals is not a substitute for consent from the Research Review Committee).
5. Discuss what steps you will take to ensure confidentiality of all data that you collect. Also, describe all potentially identifying information that you will collect as part of this research. Explain where, how long, and in what format data will be kept.
6. Will any compensation be provided to students or staff, in the form of gifts, payments, compensation, reimbursement, services without charge, or extra credit? If yes, explain.
7. Does this study involve any potential conflict of interest? If yes, explain. Examples of conflict of interest include, but are not limited to:
 - A researcher or family member participating in research on a technology owned by a business in which the researcher holds a financial interest
 - A researcher participating in research on a technology developed by that researcher
 - A researcher or family member assuming an executive position in a business engaged in commercial or research activities
8. List all funding sources, and briefly outline the budget for your study. If you are applying for a St. Croix River Education District Grant, please include the attached budget proposal.
9. Attach copies of approval letters from all other district research review processes and University Human Subjects Committees.

Budget Proposal for St. Croix River Education District Grant

The budget proposal may include items such as domestic travel and expenses for fieldwork, photocopying, film processing, postage, etc. Unallowable items include computer or other equipment, travel to conferences, tuition, student stipend, and general living expenses. Requests to purchase specialized books will only be considered if the books are not readily available through the St. Croix River Education District Library or University Library, if applicable. Low priority is given to requests for payments to consultants. Any requests for items of low priority should be accompanied by special justification. The Grant request may not exceed \$500. All items requested from the Grant fund should be clearly related to activities described in the research proposal. Itemize all expenses to be incurred by your research project, including those to be supported by other means.

Description of Item	Amount Requested from this Grant	Total Amount Needed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total \$	_____	\$ _____

Clarification, justification, and/or basis for estimate of individual budget items. If budget includes subjects or other sampling techniques, give rationale for subject/sample size. If budget includes travel, indicate time, location(s), and cost per day. Add additional page if necessary.

Explain how the research will be completed if this request is not successful, or other needed funds are not forthcoming.

Include two letters of recommendation. No more than two recommendations will be forwarded to the committee. Name and position of recommenders are:

- 1) _____ Adviser (if applicable)
- 2) _____

Checklist for Completed Application

- All sections of the General Information page have been completed
- All items on the Project Description page have been completed
- I have completed the University of Minnesota IRB online tutorial on informed consent, or a similar tutorial from another University IRB.
- Copies of all informed consent letters are attached
- I have obtained verbal consent from principals of all buildings to be involved in this research.
- Copies of all measurement instruments are attached. For instruments involving manipulatives, or for standardized tests that cannot be attached, a thorough description of the instrument is included in the application.
- If this is an application for a St. Croix River Education District Grant, I have completed the budget proposal, and included two letters of recommendation.
- If this is an application for a St. Croix River Education District Grant, I have attached a copy of my current resume.
- Copies of approval letters from all other district research review processes and University Human Subjects Committees are provided.
- I have signed and dated the application, and, if this study is being completed as part of a degree, my advisor has signed and dated the application.
- I have included this completed checklist in my application.