

Dear Research Study Applicant:

Thank you for your interest in conducting research in the Lamar Consolidated Independent School District. It is the goal of Lamar Consolidated ISD and the Department of Research and Accountability to support research efforts that will contribute not only to the development of students and teachers in the district, but also to the field of education.

Each year, Lamar Consolidated ISD receives a number of requests to participate in research studies. While we are eager to participate in research that will enhance the development of our students and/or teachers, it is not feasible or desirable for Lamar Consolidated ISD to participate in every proposed research project. Thus, researchers are required to provide a Research Study Application for proposed research projects that fall within the district guidelines for conducting research. The Research Study Application is designed to provide the reviewers with sufficient information in order to reach a decision about the appropriateness of Lamar Consolidated ISD participation in the research project. Your application will be evaluated based on such aspects as *a)* thoroughness, *b)* clarity of purpose, *c)* potential benefit(s) to students/teachers, *d)* soundness of research design, *e)* appropriateness of instruments, *f)* practicality of time involvement, and *g)* maintenance of confidentiality of study subjects.

Research participation decisions are based on the information provided in the application, so be sure to complete all requested information and include as much detail as possible. **Decisions regarding Lamar Consolidated ISD's participation will be made approximately four weeks from receipt of the completed application.** Researchers for approved studies are required to submit an electronic copy of the research results/findings to the Lamar Consolidated ISD Department of Research and Accountability.

Questions about the application process and/or application materials should be directed to (832) 223 – 0136 or research@lcsid.org. Completed applications should be sent via email to the Lamar Consolidated ISD Department of Research and Accountability at the email address above.

Again, thank you for your interest. We look forward to receiving your research application.

Brian Moore

Director of Research and Accountability
bmoore@lcsid.org
Telephone: (832) 223 – 0136

External Research Application Process

FIRST CONTACT

- Initial contact must be made to the Director of Research and Accountability (R&A) rather than with schools, principals, or individual staff members

GENERAL APPLICATION CRITERIA AND CONSIDERATIONS

- Submit application a minimum of six weeks in advance of anticipated start date
- Research studies will generally not be approved if they require teacher time during the first four weeks of school, during the last four weeks of school, or during state assessments
- Define type of research: experimental, quasi-experimental, qualitative, mixed method
 - Technical quality and rigor of study will be considered during review process
- Along with information about the research project itself, applicants should include:
 - LCISD Research Application Form
 - Project description in chronological order
 - Professor/Institution endorsement or Institutional Review Board (IRB)
 - Questionnaires
 - Assessments
 - Data collection, security, and analysis procedures
 - Results reporting template(s) and timeline for final study results to be provided to LCISD
 - Target date for copy of final study to be submitted to Director of R&A
 - Parental consent form (if applicable)

The parental consent form must:

- have a place for the parent/guardian to give consent
- have a place to be dated, if consent is given
- specify the data to be collected or records released
- specify time frame for study
- specify the reason(s) for the research
- identify to whom the information will be released
- describe any procedures to be followed and identify any procedure which are experimental
- describe foreseeable risks and benefits
- explain the extent to which confidentiality or records will be maintained
- state who should be contacted with questions or concerns
- state that participation is voluntary and students may withdraw from participation without jeopardy
- reflect information concerning institutional research approval

****Please submit one electronic copy of application documents.****

RESEARCH APPLICATION CHECKLIST

Please be sure to include a completed copy of this checklist along with your application.

- Include this Application Checklist along with all additional documents required for the study.
- All items/questions on the Application Form are complete.
- The signed agreement containing the signatures of the main project contact person and, as applicable, the supervising professor/primary researcher is included.
- Proposed start date for your project is at least six weeks from your submission date.
- Copies of any instruments you will use during your project are included.
- Copies of parental/guardian and staff consent forms are included.
- Any materials that will be given to parents/guardians in both English and/or their anticipated home language are included. (Translations may be provided upon approval.)
- Timeline for study and dated copy of final study will be provided to Lamar Consolidated ISD.
- Email your application form and supporting documents to research@lcsd.org.

RESEARCH APPLICATION REVIEW CRITERIA

Incomplete applications will not be reviewed. Refer to the **Application Checklist** for the complete list of items required to be included along with the application.

CRITERIA FOR APPLICATION REVIEW:

- The research/evaluation must have a high value to a particular school, to Lamar Consolidated ISD as a whole, or to education in general.
- The project's research proposal contains clearly-stated objectives.
- The project is based upon sound literature review.
- The study's research design and rigor are technically sound.
 - Data collection, security, and analysis procedures are included.
 - Qualifications of the individual researcher and of the agency represented are in place.
- The project outlines procedures to maintain data confidentiality and to protect students' privacy.
- The project activities are aligned with Lamar Consolidated ISD's policies, teaching and learning cornerstones, practices, programs and services.
- The project's timeline is reasonable, and allows schools some flexibility in scheduling data collection and other activities.
- The project causes minimal intrusion on instructional time.
- The project causes minimal intrusion on regular duty time of faculty and staff.
- The project does not cause significant departure from school routine.
- The project procedures to obtain consent from parents/guardians and/or other adults are included.
- All parties impacted agree to participation in research study.

Lamar Consolidated Independent School District

Application for External Research Proposal

The Lamar Consolidated Independent School District is interested in participation in research efforts that will produce data or information that will serve to benefit all students – particularly Lamar CISD students. The Director of Research and Accountability shall be responsible for investigating the feasibility of school district participation in research projects initiated or sponsored by individual and agencies outside the district, or in research projects undertaken by district employees who wish to conduct programs or research to meet requirements of college or university courses, or for other purposes. Research requests are formally approved or denied by a district-level committee. Requests will be acted upon as quickly as possible and a written response will be provided to the requestor.

Date: _____ Lamar CISD Employee: ___ Yes ___ No Campus: _____

Last Name First Name M. I.

Mailing Address City State Zip Code

Home/Cell Phone Work Phone Email

Title of Research Project

University/Affiliated Organization & Program (e.g. Masters, Doctoral) Name of Research Advisor/Supervisor

LCISD School(s) Grade(s) Involved

Number of Student/Staff Participants

Length of Study/Amount of Time Required

Involvement of Lamar CISD Personnel

What data would be needed from district records? Are you flexible with data?

Brief summary of research project including description of methodology

Describe below the methods that will be employed to maintain confidentiality

Describe the potential benefits of your project to Lamar CISD

By submitting this Application for Approval of External Research Proposal I agree to abide by all guidelines and procedures for conducting external research in Lamar Consolidated Independent School District.

Signature of Researcher

Date

Please return this completed application and supporting documents to:
tgugtej@lcsd.org (Incomplete applications will not be considered)