

Prince Edward County Public Schools

Selection Criteria for Research Projects

1. The study must show promise of making a contribution to improved quality of education and educational practice;
2. The study should be aligned with Prince Edward County Public Schools needs and interests;
3. The study should be practical, useful and rooted in reality;
4. The study should not require undue amount of staff and student time and should not involve more than a minimum of disruption to the classroom and school;
5. The design should discuss reliability and validity and be presented in an acceptable, scholarly format;
6. The study should be designed to promote good professional relationships and ethical research practices;
7. The project must be understood by the people directly involved in carrying it out, including principals, classroom teachers and students;
8. The problem should be researchable, which includes being of manageable size. It should also be concrete, explicit, and measureable;
9. The research design must preserve individual rights to privacy;
10. Access to research sites must be approved by the Research and Experimentation Review Committee;
11. No research shall be conducted or authorized unless the student's parents or legally authorized representative or emancipated student signs a student consent form;
12. Researchers must agree to allow Prince Edward County Public Schools to make non-commercial use of any results for the benefit of Prince Edward County Public Schools.

Prince Edward County Public Schools
Research and Survey Approval Process

Researchers should not go to individual schools before submitting a proposal and schools should not agree to participate in research projects until notified by the Human Research Review Committee that the study has been approved.

The Human Research Review Committee accepts applications to conduct studies or data collection throughout the year. The committee will be convened to study each proposal and to make a decision as to whether or not it should be approved. The readers may suggest revisions in the proposal before it is accepted. Upon review, applicants will receive written notification of the decision regarding the study proposal.

If approved, all researchers not employed by Prince Edward County Public Schools who propose to interact with students or staff must undergo a background check paid by the researcher prior to initiating the study.

Researchers must submit a minimum of four copies of the application along with the required documents to the Human Research Review Committee.

Results of all research must be furnished to the Human Research Review Committee.

To allow adequate time for this process, it is strongly suggested that researchers submit proposals at least one semester before they plan to begin their research activities.

All research proposal applications should be mailed or emailed to:

Human Research Review Committee
Prince Edward County Public Schools
35 Eagle Drive
Farmville, VA 23901

Prince Edward County Public Schools

Application to Conduct Research

I. Identifying Information

Full Name: _____

Job Title: _____

Work Location: _____

Work Address: _____

Work Phone: _____

Home Address: _____

Home Phone: _____

II. Summary of Project

A. Title of Project: _____

B. Why are you conducting the study?

Independent Research

Masters Thesis/Paper

College or University Class Requirements

Dissertation Research/Project

Other:

If other, explain:

C. University Affiliation

University: _____

Department of University: _____

Address: _____

University Phone: _____

D. Is there funding for this study?

If yes, explain:

E. Will this study be reviewed and approved by an Institutional Review Board (IRB)?

I will initiate IRB review and approval after receiving feedback from PECPS.

Evidence of IRB review must be received prior.

Review pending. **Evidence of IRB review must be received prior to initiating the study.**

It has been fully reviewed and approved. **Please attach the IRB approval to this application.**

This study is exempt from IRB approval.

If exempt, explain why: _____

This study is not affiliated with a university and is not governed by an IRB.

III. Participants

A. Type of population (Please apply all that apply):

Elementary Middle High Other

Specify:

B. Grade level(s): _____

C. Subject(s): _____

D. Name of school(s): _____

E. Special characteristics (if any) of Population: _____

F.

Group	Numbers Needed	Time (minutes) Required for Each Person to Complete Task
Students		
Teachers		
Principals		
Others		

G. Will additional data need to be provided by PECPS? Yes No

If yes, specify exactly what is required:

IV. Required Attachments

A. Provide a concise description of:

1. Purpose of the study/Statement of Problem
2. Brief Review of Literature (1 page)
3. Research questions and/or hypotheses
4. Research design and methodology including procedures: detailed description of the protocol to be used including how individuals will be contacted for participation, procedures used in the research or survey administration, and how participants' rights will be protected; dates research will be conducted; amount of time required by participants; places where study will be carried out; and people who will administer the study
5. Detailed Description of Materials (i.e. surveys, interview questions) including validity and reliability information
6. How the research is funded (if applicable)
7. Treatment of Data: description of data and plan for analyzing the data
8. Use of the Findings: include how data will be interpreted and how the results will be used
9. Value to the school system: How does the research address the current needs and interests of Prince Edward County Public Schools? How will participants benefit?

B. Attach a copy of:

1. Cover letter that will be sent to participants describing the study (i.e. parent information letter, email notification, etc.)
2. Informed consent or Opt-out form to be used (if applicable)
3. Data collection instrument(s) that will be used (i.e. surveys, questionnaires)
4. Timeline for research activities
5. IRB approval letter or exemption, if applicable.

V. Disclaimer and Signature

- I understand that acceptance of this request for approval of a research proposal in no way obligates Prince Edward County Public Schools to participate in this research. I also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by the school division or by the School Board.
- I acknowledge that participation in research studies by students, parents, and school staff is voluntary. I will preserve the anonymity of all participants in all reporting of the study. I will not reveal the identity or include identifiable characteristics of schools or the school division.
- If approval is granted, I will abide by all the policies and regulations of Prince Edward County Public Schools and will conduct this research within the stipulations accompanying any letter of approval.
- At the completion of the study, I will provide Prince Edward County Public Schools with a copy of the results.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Faculty Advisor Signature: _____ Date: _____

Please Email or Mail All Requested Material To:
Human Research Review Committee
Prince Edward County Public Schools
35 Eagle Drive
Farmville, VA 23901
Fax: (434) 392-1911