

# Department of Assessment, Research and Evaluation



## Directions for Submitting the Online DPS “Request to Conduct Research”

### APPLICATION AND REQUIRED FORMS

*Applications to conduct research will be reviewed by DPS’s Cabinet. Some of the aspects that will be taken into consideration during the evaluation of the research request include methodology, threats to validity or reliability, design, costs/benefits to the district, and site impact. Research guidelines incorporated in our application are designed to protect the confidentiality and welfare of study participants, and to guarantee the integrity and quality of any research conducted in the district.*

**Please follow the application directions below very carefully. If you do not adhere to the submission requirements, the review of your application will be delayed and/or your application may be denied without further review.**

Requests to conduct research in Dearborn City School District are submitted electronically. Before filling out the online application, you should ensure that you have all supporting documents ready to be uploaded (see checklist below).

This is the link to the application: [https://form.jotform.com/danielpatterson/dps\\_research\\_request](https://form.jotform.com/danielpatterson/dps_research_request)

### GENERAL GUIDELINES

- 1) In terms of student research request submissions, the committee will only accept applications from graduate level students.
- 2) To ensure valid informed consent, student materials should be developed at least one grade level below their current grade to better accommodate the wide range of student reading levels.
- 3) To ensure valid informed consent, communications intended for parents/guardians should be developed using a 6<sup>th</sup> to 8<sup>th</sup> grade readability level.
- 4) Additionally, it is departmental protocol that all parent/guardian communications concerning research requests be translated into Arabic for intended distribution at district schools.
- 5) **For requests that are APPROVED, next steps would include:**
  - a) Referral to DPS’s Assessment, Research & Evaluation Department, (313) 827-3040, to determine whether or not an MOU - outlining terms of data use and dissemination - is needed.
  - b) Ensuring that all researchers and research team members having direct contact with students, and/or on campus 4 or more hours per week contact DPS’s Human Resources Department, (313) 827-3002 for details and costs pertaining to obtaining certification of fingerprint clearance and recent proof of clearance from tuberculosis.

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- c) Ensuring that all research being carried out at school sites is conducted under the direct supervision of a certificated administrator or certificated staff member.
- d) **Obtaining Site Approval: Approval of a research request application does NOT denote approval by site administrators. Permission to conduct research at a particular site must be addressed to, and approved by, the site administrator (ex., principal).**
- 6) *Note: Questions with regard to formulating/refining research questions, research hypothesis development, or questions pertaining to selection of appropriate data, design or methodology should be directed to your institution's research/IRB department.*

## ANNUAL RENEWALS

- 7) Annual renewal of multi-year studies is required. Therefore, the application process needs to be followed each year for a one-time renewal or for longitudinal studies. The renewal application must reflect any changes with regard to any aspect of the research.
- 8) As with initial applications, renewal approvals are based on a variety of factors: the quality of the study, its potential use to the school or the district as a whole, the impingement on instructional time, etc.
- 9) There is no automatic assurance of a renewal each year.

## TIMELINES FOR REVIEW AND PROCESSING

*Please allow a minimum of 15 working days for the preliminary review. However, depending on the varying aspects of your research request, whether data are being requested, as well as additional departments that may need to be contacted for approval, the average start-to-finish processing time for research requests ranges from 30 to 60 working days.*

- 10) Be sure to allow sufficient time for your application, and any accompanying data request, to be reviewed before the proposed start date of your research study.
- 11) Applications will not be reviewed during the following time periods:
  - i. First 30 days of school (last week of August / first 3 weeks in September)
  - ii. December 1 – December 31
  - iii. Last 30 days of school (mid-May through last day of school)
- 12) Direct all questions regarding your request to conduct research application (e.g., status, submissions, and documents required) to the Office of Assessment, Research and Evaluation (email: [dept-assessment@dearbornschools.org](mailto:dept-assessment@dearbornschools.org)) A manager will be assigned to review and respond within 7 to 10 days.

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## **CHECKLIST OF DOCUMENTS THAT MAY BE NEEDED TO SUPPORT YOUR APPLICATION**

- ✓ Appendix List detailing the Supporting/Uploaded Documents
- ✓ Assent /consent forms (if applicable to your study)
- ✓ Curriculum vitae of the Principal Investigator and on-site project staff
- ✓ Detailed list of any specific data being requested from the Research Office (if applicable)
- ✓ Focus group or interview protocols (if applicable)
- ✓ Grant proposal (if the research is grant funded)
- ✓ IRB approval letter or (application if not approved - specifically the methods section)
- ✓ Observation protocols (if applicable)
- ✓ Research proposal
- ✓ Subject recruitment letters (if applicable)
- ✓ Support letter from graduate advisor (if researcher is a graduate student)
- ✓ Survey instruments (if applicable)
- ✓ Test instruments to be used in the research (if applicable)
- ✓ Verbal scripts (if applicable)