

These are the forms that are used to implement the External Research Guidelines.

APPLICATION FOR RESEARCH IN NORTHSIDE ISD (Revised January 2015)

Director of Research Project:

Address:

Telephone No:

Title of Research Project:

Purpose of the Study:

Brief description of the Study:

Hypothesis:

Data Collection Instruments (list & attach a copy)

Description of methods to be employed:

Qualification of the director to carry out the study as described:

Proposed start date:

EXHIBIT 1 (CONTINUED)

Exactly how many schools, students, & staff are required?

Are there any special conditions or restrictions regarding type of students to be involved?

Exactly how many minutes of instructional time would students be required to forgo to participate in this study?

How much time would be required of teachers and/or other staff?

Exactly what will be the paperwork burden on our teaching or administrative staff?

What space or facilities will you need in the schools?

Do any of the methods or data collection procedures constitute a potential emotional or physical threat to the students or staff? No _____ Yes _____ (explain)

I understand that I am requesting assistance in a research project and I am not requesting information pursuant to Texas Open Records Act. If my request for research is granted, I agree to abide by all policies, rules, and regulations of the District, including the mandatory criminal background check if you will be working with students.

(signed) _____ (date) _____

NISD EXTERNAL RESEARCH REQUEST REVIEW FORM

Name of applicant:

Title of project:

Date received:

Reviewer, please indicate your recommendation below referring to criteria on reverse of this form.

_____ I recommend approval of the project, as submitted, in accordance with the NISD procedures for External Research.

_____ I recommend approval of the project, with the following conditions and modifications:

_____ I recommend the project not be approved for the following reasons:
(You must give specific reasons referencing the submitted materials.)

Reviewer:

Department:

Date:

Please return to: testing.department@nisd.net

CRITERIA FOR COMPLETING RESEARCH REQUEST REVIEW
CRITERIA USED IN REVIEWING RESEARCH

- (1) Research will generally not be approved to start prior to the fourth week of school or continue into the last two weeks of school.
- (2) The extent to which NISD will directly benefit:
 - (a) Specific use in Northside for results of the study
 - (b) Materials and/or services donated
- (3) Impact on instructional time
 - (a) Studies done within one class period are favored over longer time periods.
 - (b) Studies taking more than one period will only be approved if there are strong reasons for participation. At the secondary level Honors courses will generally be excluded.
 - (c) Longer studies will routinely be disapproved, and studies requiring few schools and students are favored over larger studies.
 - (d) In other words, studies should use the fewest number of sites and personnel (adults or students) as possible.
- (4) The technical quality and rigor of the study
 - (a) Contribution to the field of education
 - (b) Quality and clarity of the purpose of the proposed research
 - (c) Quality and clarity of research design and data collection tools and techniques
 - (d) Appropriateness of the data analysis procedures and tools
 - (e) Qualifications of the agency performing the research
 - (f) Qualifications of the individual researcher
- (5) An accurate and understandable letter of parental consent¹ is required and must:
 - (a) clearly identify the researcher and the agency,
 - (b) have a place for the parent/guardian to give consent,
 - (c) have a place to be dated if consent given,
 - (d) specify the data to be collected or records released,
 - (e) specify the reason(s) for the research,
 - (f) identify to whom information will be released,
 - (g) describe any procedures to be followed and identify any which are experimental,
 - (h) describe any foreseeable risks or discomforts,
 - (i) describe any benefits,
 - (j) explain the extent to which confidentiality of records will be maintained,
 - (k) state whom to contact with questions or concerns,
 - (l) state participation is voluntary and students may withdraw from participation, without jeopardy.

¹

In non-experimental studies (no active manipulation of an experimental variable) a parental notification form is sufficient.

**SAMPLE PARENTAL CONSENT FORM
(ACTIVE PERMISSION MODEL SHOWN)**

(PARENTAL NOTIFICATION MAY BE ACCEPTABLE, IF THERE IS DATA COLLECTION ONLY) A

AGENCY LETTERHEAD

October 1, 20-

Dear Parents:

I am a professor at the University of Texas at San Antonio. I teach students methods of elementary education. As part of my work I have found what children read at home has a major impact on how easily they learn to read.

I have been researching children's' reading habits for several years and have written many articles on the subject. I would like your child, along with other children in his/her class, to complete a brief questionnaire on home reading habits. Your child will be able to complete this in less than 30 minutes of class time.

I can assure you nothing of potential concern is on the questionnaire and your child will find it easy to complete and non-threatening. I am also asking the school for a copy of your child's most recent achievement test reading score to correlate with reading habits. The only persons seeing the questionnaire or reading scores will be my research assistant and myself.

After I complete my study I will be sending the campus a copy of the results.

In no way will your child's identity be revealed or linked with his or her answers in any personally identifiable way in our reports.

Participation in this study is voluntary and you may "withdraw" your child from this study should you have any concerns. At any time during the course of this study you may feel free to contact me about any concerns.

I need your consent to have your child participate in the Home Reading survey. If you do not sign and return this consent form your child will not participate in the study.

Child's Name _____
Parent/Guardian _____
(signature)
Date of Consent _____

Thank you for your cooperation.

Sincerely,

Wendy Garcia Associate
Professor Reading
Education
The University of Texas at San Antonio
Office phone: (210) 555-5555

TO: External Researcher
FROM: Northside External Research - Review Committee
RE: Procedure to initiate a criminal background check
DATE: January 2015

You have submitted an External Research request. The request indicates that you will need to directly interact with NISD students during the study and/or during your data collection efforts. This will require that a criminal background check be conducted.

The authorization form to conduct a criminal background check is not required until the district has conducted its initial review to judge the educational and technical merit, applicability, and relevance to Northside and awarded you tentative approval.

Should the Request for External Research not be approved, there will be no need for a background check to be conducted.

Please do not apply for the background check until you have been granted tentative approval.

Open: <http://www.nisd.net/>

In the middle of the page, under the COMMUNITY header, click on the last option:
Volunteers & Mentors

The **VOLUNTEER & MENTORS** page opens.

In the left column, under the **SIGN UP TO VOLUNTEER NOW**, Click

on Option 2: Complete the Volunteer Background Check form Click

on the box: Submit an Online Background Check Form

The Volunteer form opens

Under the first option, Type, select Contractor

Complete the form

Click the Submit to HR button at the bottom of the form when completed.

It usually takes about two weeks for the background check to be completed.

Thank you for considering Northside in your study.

NISD Board policy - DC(LEGAL)—P; referencing Education Code 22.083(a), (c); Gov't Code 411.097(b). Additionally, Senate Bill 9 has provisions for criminal history background checks.