**2023-2024 APPLICATION TO CONDUCT RESEARCH WITHIN**

**EVANSVILLE VANDERBURGH SCHOOL CORPORATION**

Please submit completed application to:

Director of Performance Management

Evansville Vanderburgh School Corporation

Email: [frances.dumas-hines@evsck12.com](mailto:frances.dumas-hines@evsck12.com)

Please call 812-435-0956 if you cannot submit your application by email.

**Researcher’s Name**:

**Position**:

**Home Address**:

**Home Phone**:

**Home email**:

**Work Address**:

**Work Phone**:

**Work email**:

**Member of EVSC staff?**  **No**  **Yes** **Position**:

**Is this research part of an educational requirement?**  No  Yes

**If yes -- Institution:**

**Department:**

**Degree sought:**

**Advisor/Professor:**

**Advisor’s phone**:

**Is this research for:**

**a course**  **a master’s thesis**  **a dissertation**

**Has this study been approved by an IRB (Institutional Review Board)?**  **Where?**

**If so, attach evidence of approval**

**If not part of an educational requirement please indicate if your research is being done through an agency and if so, where?**

**Project title**:

(Attach additional Word documents, if necessary, to complete the following sections.)

**Brief summary of project purposes**:

**Value of the study to the Evansville Vanderburgh School Corporation (applicant’s opinion):**

**Hypotheses to be tested**:

**List instruments to be used** (Note: One copy each of all instruments, including tests, surveys, questionnaires, and pictures to be used must be included with the request. For online surveys, a listing of the items and a link to the survey is required):

**Include a detailed description of methodology, research design, procedures, population, and analysis:**

**Describe what participants will be asked to do**:

**Please list any specific school site(s) that you are requesting.**

**Has the school principal been contacted and has he/she given permission for this study**:

**If an EVSC employee and you request to conduct research with known individuals, please explain fully how a conflict of interest will be avoided.**       (Note: P.4(C) under “research conducted by EVSC employee” in “Guidelines for Request to Conduct Research I the Evansville Vanderburgh School Corporation”

**How will compliance with FERPA (Family Education Rights and Privacy Act** <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) **and confidentiality/anonymity of student data be guaranteed?**       (Note: A copy must be included of each of the information letters, consent forms and assessment forms to be used. See page 4-6 of “Guidelines to Conduct Research in the EVSC” for Additional information)

**How do you plan to notify parents of this research?** (Note: All relevant information outlined in 4 (D) of the “Guidelines to Conduct Research in the Evansville Vanderburgh School Corporation” must be included in the consent form.)

**Number of persons to be involved:**

**Administrators** **Teachers** **Students**

**Specify grade levels:**

**Administrators** **Teachers** **Students**

**Estimated time required of each:**

**Administrators** **Teachers** **Students**

**Specify the extent to which EVSC resources will be utilized:**

**Detail how much time away from assigned duties will be involved** (in accordance with EVSC Board Policy 3231).

**Proposed Starting date:**

**Expected completion date:**

**Assurances:**

I have read the Guidelines for Request to Conduct Research in the Evansville Vanderburgh School Corporation and hereby agree to conduct this project using the procedures and instruments described above and in accordance with the guidelines. I agree to submit interim reports (if required) and a final report within one month of the completion of this study to the EVSC Research Review Panel. I understand that if my research requires me to work in the schools, that I must obtain a criminal history check at my own expense. Further, if my research extends beyond one year I will notify the RRP via the “Modification and Review Coversheet.”

**Applicant’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**:

**Submit completed application (along with attachments noted in application) to Research Review Panel via email noted on first page of this application.**

|  |
| --- |
| EVANSVILLE VANDERBURGH SCHOOL CORPORATION USE ONLY  I have reviewed the proposed research study and consider the project to be educationally  worthwhile, sound in research technique, and worthy of involvement of the EVSC.  SIGNATURES:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Research Committee Members |