

Evanston/Skokie District 65 Research and Survey Approval Procedures

Evanston/Skokie District 65 encourages research that provides a basis for improving school processes and student learning within the district. While the district encourages educational research, the need for research and the collection of information is always balanced against the district's objectives.

Per Board policy, surveys and research conducted within the district require prior review and written approval from the Research, Accountability, and Data (RAD) Department. This includes surveys and research carried out by district employees, departments, or committees.

A written proposal meeting the specified guidelines must be submitted to the RAD department for review. Proposals are reviewed once per quarter. Please see the attached timeline for review dates and submission deadlines. Researchers may be asked to answer questions about the proposal or to make modifications prior to approval/denial of the request that may require the researcher to re-obtain IRB approval.

Research Proposal Submission and Review Process

- To submit a proposal, please fill out [this form](#) and send it to research@district65.net. You may attach supplemental materials such as narrative, sample consent forms, etc...
- The RAD Department will review the submitted proposal, including the methods, procedures, and instrumentation to ensure that the study meets the district's research guidelines.
- Appropriate district departments, schools, and programs affected by the survey or study may be asked to review the proposal before final review for merit, costs in staff and student time, and value to the school district.
- Written approval or denial of the survey or research request will be provided. Approval may be contingent upon the agreement of the proposer to certain limitations or modifications.
- If the survey or research study is approved, an agreement form will be sent to the proposer(s). As soon as the agreement form is signed and returned to the district, the proposer(s) may proceed with the study.

Research Proposal Submission Timeline:

Research proposals will be reviewed on a quarterly basis according to the following schedule for the 2019-20 School Year:

Deadline for submitting proposals	Review Date
8/23/19	9/23/19
10/18/19	11/18/19
1/24/20	2/24/20
3/13/20	5/11/20

Prospective researchers must submit their proposals by the deadline listed in the left column in order to have it reviewed on the date in the right column. We encourage researchers to submit applications before the deadline. District 65 staff may contact you before your proposal is reviewed to ask for more information, clarification, or to recommend adjustments to your proposal.

Letters of Intent or Collaboration:

If a researcher is applying for funding and needs a letter of intent/collaboration before the scheduled review date, they may request one. A letter of intent/collaboration **does not** indicate that a research proposal has been approved. It indicates that the district has reviewed an initial proposal and is interested in the project. Researchers can expect to receive a letter of intent/collaboration from the RAD department within three weeks of the initial request.

Guidelines for Research Proposals:

- No survey or research project that violates district policy or state and federal laws or regulations will be approved. For more information, please see our [Board Policy](#) (p.11), and information regarding [FERPA](#), [PPRA](#), and [ISSRA](#).
- Surveys and research that do not support the objectives of the school district are very unlikely to be approved. Those that do not support the district's objectives and take time away from instruction will not be approved.
- Proposals that align with the district's research agenda, address issues of racial equity, and do not impact instructional time are the most likely to be approved.
- Instruments and procedures must be consistent with all federal and state statutes and regulations that relate to student information release, data collection, participation of human subjects, survey question content, and survey procedures.
- Researchers should endeavor to develop a proposal that is least disruptive to educational services. For example, conducting interviews or surveys outside school hours.
- Researchers planning to recruit participants through the district should be able to provide a rationale for why those participants can't be recruited through other venues.
- If you are an employee of District 65, you cannot conduct research in the school(s) that you work in. However, you may conduct research at a different school in the district.

Guidelines for Conducting Research in D65:

- Department directors and principals **will not** allow surveys or research to take place within their facility unless the individual or organization that wishes to conduct the survey or research can show prior written approval from the RAD Department.
- When prior parent/guardian consent is required for student participation, no student will be allowed to participate in a survey or research project without documentation of consent.
- Contact must be maintained with the RAD Department throughout the research process to ensure compliance with district guidelines. Written notice of changes made to research procedures, instruments used, or data management is required. Final copies of research protocol must be submitted with the final proposal.
- Researchers should refrain from contacting principals, teachers, and other school staff until their proposal is approved.
- When a study is approved, researchers will be required to enter into a Memorandum of Understanding with the district that summarizes the conditions of the approval.