

Research, Evaluation & Assessment Department

Evanston Township High School

847-424-7171



Research Study Approval Procedures

Evanston Township High School District 202 encourages research that provides a basis for improving school processes and student learning within the district as well as research that contributes to the field of education in the areas of theory and practice. While the district encourages educational research, the need for research and the collection of information is always balanced against the district's goals and objectives.

All research studies that take place within the district require prior written approval of the Research, Evaluation, and Assessment Department. A written proposal meeting the specified guidelines must be submitted to the Research, Evaluation, and Assessment Department for review. The timeline for approval varies with each proposal. Submitters may be asked to answer questions about the proposal or to make modifications prior to approval or denial of the request.

For a given school year, research requests will be accepted and reviewed through December 15. After December 15, all requests will be considered for the following school year.

Research studies must support the district's goals and objectives in order to be approved. Research studies must meet district policy or state and federal laws or regulations.

Department directors and principals should not allow any research, including surveys, to take place unless the individual or organization that wishes to conduct the research can demonstrate prior written approval from the Research, Evaluation, and Assessment Department. When parent/guardian consent is required for student participation, no student may be allowed to participate in a research study without documentation of consent.

Procedure for Proposal Submission and Review

1. All proposals must include the following sections:
 - A. **Contact information** including name, mailing address, affiliation, current phone number, and email address for the proposer(s).
 - B. A statement of the **purpose** of the research problem to be investigated.
 - C. An explanation as to how the research is of **value** to the field of education in general and more specifically to District 202
 - D. Statement of the **methodology and procedures** to be used.
 - E. Copies of **instrumentation** to be used. This includes, but is not limited to, surveys, tests, parent consent forms, and data recording sheets.
 - F. Identification of the proposed **target** population.
 - G. Estimate of the **time** involved (e.g., length of interviews/observations, amount of time it will take to fill out a survey or complete a test) and a discussion of any potential disruption of school activities.
 - H. A tentative **timeline** for the collection, analysis/interpretation, and presentation of the data. Data collection during the regular school year will typically not be approved to begin during district or state mandated assessments. Research proposals for a given school year will not be accepted after December 15.

- I. Specification of any **special requests** for student record information or test scores including any special analyses, reports, or computer files.
- J. If the research project is associated with an institution that requires a formal human subjects review, a copy of the **human subjects review committee approval** is required prior to final approval.

2. The proposal will be reviewed as follows:

- A. The Research, Evaluation, and Assessment Department will review the methods, procedures, and instrumentation to ensure that the study meets the district's guidelines. Instruments and procedures must be consistent with all federal and state statutes and regulations that relate to student information release, data collection, use of human subjects, survey question content, and survey procedures.
- B. Appropriate district departments, and programs affected by the survey or study may be asked to review the proposal for merit, costs in staff and student time, and value to the school district.
- C. 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.

Approved Research or Survey

If the 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.

Contact must be maintained with the Research, Evaluation, and Assessment 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 within 30 days of data collection.

Administrators whose department will be affected by the research project will be notified of the project's approval.

Appropriate written consent must be demonstrated prior to the collection of data.

Researchers will need to agree:

- To keep the identities of study participants confidential and not present their findings in such a way that it becomes possible to identify any individual study participant. Evanston Township High School will not be mentioned by name.
- To minimize disruption or interference in the teaching and learning at ETHS from their study. (Potential or unavoidable interference will be weighed against the value of the proposed study.)

When the research study is completed, a copy of the final research report or summary of the survey results must be provided to the Evanston Township High School District 202 Research, Evaluation, and Assessment Department. The school district reserves the right to use the information in the research report or summary for planning, solicitation of grants, and staff development.

Evanston Township High School reserves the right to require reimbursement for all costs of materials and human resource hours expended by the district in the accomplishment of the approved survey or research.

Research Agreement

The researcher agrees to the following:

1. Develop a timeline and schedule with administrators/teachers involved in the project.
2. Maintain confidentiality of data.
3. Obtain consent forms as designated in proposal.
4. Work within district policies and procedures.
5. Conduct the study in accordance with the relevant, current protocol and will only make changes in a protocol after notifying the Research, Evaluation, and Assessment Department, except when necessary to protect the safety, rights or welfare of subjects.
6. Conduct or supervise personally the described investigation.
7. Ensure that all associates, colleagues, and employees assisting in the conduct of the study are informed about their obligations in meeting the above commitments.
8. Provide a copy of the final research report to the Research, Evaluation, and Assessment Department at Evanston Township High School.

Signature of Researcher

Date

Approved by	Title	Date