



Application to Conduct Research in Henry County Schools (District Level)

Section 1: Applicant Requesting Approval

- Applicant Name (Last, First)
- Mailing Address (Address, City/Town, State/Province, ZIP/Postal Code)
- Email Address
- Phone Number
- Are you a current HCS employee?
- If applicable, describe how an approval of your research might benefit HCS (e.g. employee obtaining advanced degree, how it is supporting students).

Section 2: Applicant's Adviser and/or Sponsoring Institution

- Advisor's Name (Last, First)
- Agency/University Name
- Advisor's Email Address
- Adviser's Phone Number

Section 3: Research Information

- Title of Proposed Research
- Alignment to HCS Board Core Beliefs & Strategic Priorities
- Link to the HCS Plan of Action:
<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=BAB&Sch=4088&S=4088&C=&RevNo=1.03&T=A&Z=P&St=ADOPTED&PG=6&SN=true>
 - Does the research study align to the HCS Plan of Action, pilot program, or focus area? (See link to Henry's Plan of Action to Ensure a High Performing School District and Board Minutes webpage.)
 - If yes, please identify the area.
 - Describe how the research study aligns with the current HCS priorities.
- Research Details
 - Context of Research
 - Abstract (500 words or less). Provide a brief overview of your research study. If there is a current relationship with HCS related to this project, please include that information.
 - Statement of the research problem/Research question.
 - Briefly describe your research design.
- Data Analysis
 - Describe your data analysis process and who will be assisting with the data analysis.
 - Method of Research
 - Type of Data Requested
 - If you selected "secondary data analysis" in the previous question, please state your specific request (e.g. pull data, identify students) along with the specific type of data you need (e.e. MAP, demographic) and an estimated amount of time requested by HCS to complete your request.
 - Number of HCS student participants
 - Number of HCS teacher participants
 - Number of HCS parent participants



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- Number of other participants (state who the participant is and the number)
- What is the time commitment for the subjects?
- Which schools are involved in the research study?
- Which departments are involved in the research study?
- Timeline for proposed research (data collection, analysis, submission of final report to Henry County schools). Note: Dates for data collection should not be scheduled more than 60 days of submitting initial request to conduct research.

Section 4: Attachments

- Copy of the statement that shall be provided to all intended subjects stating that participation is voluntary. (Submit as an attachment)
- An explicit statement of confidentiality (“...no names of teachers, schools, or the system will be mentioned in the final report...”). (Submit as an attachment)
- Evidence that the university Institutional Review Board (IRB) has approved this study proposal OR a letter/email from a program advisor or sponsoring agent, saying that he/she has reviewed and approved the study proposal. (Submit as an attachment)
- Copy of survey instruments, questionnaires, etc. that will be used to gather data. (Submit as an attachment)
- Due to possible infrastructure limitations, please provide the URL link that will be sent to participants to complete online surveys, questionnaires, etc.
- Copy of the consent form(s) to be used to inform participants and parents about the study and request permission to directly participate or allow their child(ren) to participate.

Section 5: Assurance

****By submitting this application and upon any resulting approval of your request by HCS, you expressly agree to:**

1. Abide by the bounds of any approved request;
 2. Provide to HCS District and School Performance Department a final draft of your findings and any resulting document or presentation submitted for authorship;
 3. Grant HCS limited use rights to any such finding, document, or presentation for non-commercial educational purposes (with proper credit to the researchers/authors); and
 4. From the time of submission of this application through the resulting decision, refrain from directly contacting school-based principal(s) or leaders about your research request, out of respect for the learning environment. (By submitting this application, the HCS District and School Performance Department will facilitate a school-based review, if applicable.)
- Assurance Agreement
 - If you do not agree with the Assurance Agreement above, please state comments below.

This is only a preview of the information requested in the application. This document should not be submitted. It should only be used as a resource for drafting responses before submitting online application