

Detroit Public Schools
Request for Approval to Conduct Research
Office of Research, Evaluation and Assessment

Name of Researcher Requesting Approval

Position of Researcher

Business Address of Researcher (Include the Name of Department/Office, etc.)

City

State

Zip Code

()

Office Telephone Number

E-mail Address of Researcher

Home Address

City

State/ zip

()

Home Telephone Number

Degree Sought (If Applicable)

Signature of Advisor

Name of College/University

Advisor Print Name

Name of the Project's Director (If other than that of the Researcher)

Signature of Project Director

Name and Address of Organization Sponsoring the Research (If Applicable)

**CONDITIONS FOR MAINTAINING ANONYMITY AND
SHARING PROJECT RESULTS**

I agree to maintain the anonymity of individual students, staff members and schools in any report(s) and in any publication(s), e.g., journal article(s), book(s), etc., which incorporate any information derived from the research conducted within the Detroit Public Schools.

I agree to provide the Office of Research, Evaluation and Assessment with a summary of the research results, complete documentation and information on the location of the complete research and, in the future, subsequent publications.

Signature of the Researcher

Date

Instructions: Completed request forms **must be typewritten** and submitted with a copy of each instrument (tests, questionnaires, interview schedules, etc.), to the Detroit Public Schools, Office of Research, Evaluation and Assessment/Outside Research Requests, 7400 Second Avenue @ Lothrop, Detroit, MI 48202, Telephone Number (313) 873-6602. Submit 4 copies of your entire Research packet. All requests to conduct research must be submitted during the months of **June, July, and August**, proceeding the school year in which the research is to be conducted. Please allow 4-6 weeks for approval.

SUMMARY OF RESEARCH PROPOSAL

Your proposal must include, but are not limited to, the following components:

- Research Title
- Purpose
- Methodology
- Statement of Problem
- Hypothesis and Research Questions
- Descriptions of Variables
- Description of Sample
- Method of Sample Selection
- Data Collection Instruments
- Data Collection Timetable
- Samples of Consent Forms
- Names of Schools
- Identification of target populations (i.e. teachers, administrators, students, grade levels, and expected number of participants)
- Anticipated Start Date of Research
- Completion Date of Research

*****Attach as many pages as necessary to this form for your research proposal.*****

DETROIT PUBLIC SCHOOLS

OFFICE OF RESEARCH, EVALUATION AND ASSESSMENT

POLICES AND PROCEDURES TO CONDUCT RESEARCH STUDIES

Note: All requests to conduct research must be submitted during the months of June, July and August proceeding the school year in which the research is to be conducted. Processing of the request can take up to two additional months.

Approval to conduct research is limited to advance degree candidates, agencies, institutions of higher learning and departments of Detroit Public Schools.

GENERAL POLICY

The Detroit Public Schools encourages educational research by departments of the school system, advance degree candidates, agencies and institutions of higher learning. All research projects to be conducted in the schools must have **prior approval** of the Detroit Public Schools Research Committee. Any person or group seeking to conduct a research study in the Detroit Public Schools **must** submit a typewritten request to the Office of Research, Evaluation and Assessment/Outside Research Requests. Copies of all instruments and questionnaires to be used in the proposed project must accompany the request.

Researchers are responsible for supplying the Office of Research, Evaluation and Assessment/Outside Research Requests with a written summary of their findings and may be requested to report detailed research findings to interested school personnel at a meeting arranged by the Office of Research, Evaluation and Assessment.

Guidelines

Each Request for Approval to Conduct Research is reviewed on the basis of its own merit, its possible contribution to the Detroit Public Schools system and to education in general.

The school district's primary focus is the delivery of services to students. Therefore, the review of research requests considers the extent of the schools' improvement in the research at any given time and potential significance of the requested research.

Participation of school personnel is entirely voluntary. The Detroit Public Schools staff, while serving as facilitators, does not assume responsibility for completion of any project and/or for providing technical assistance. Some proposed studies of satisfactory design **may not be approved** due to, but not limited to the following reasons:

- Requires excessive pupil/staff time
- Lacks educational/social significance
- Disrupts the functioning of the school/classroom
- Interferes with professional relationships
- Invasion of privacy
- Replication of concurrent research/evaluation studies
- Instrument is not in alignment with study
- Proposal not well developed

Anonymity must be preserved whenever records are used which could serve to identify individual students, staff members or schools.

Restrictions on the type of information to be released to researchers include:

- Names addresses and/or telephone numbers of teachers, students, staff, and parents.
- The privacy of pupils who are "captive" subjects of research is protected through restriction on questions which may be considered as invasion of privacy. These restrictions govern questions concerning race, religion, parental income, family relationships, education and occupation. Where such questions are sometimes permitted in order to gather information essential to the carrying out of a research design, directions both oral and printed on instruments must state that the respondent has the right to skip any questions which he/she does not care to answer.

Procedure

Individuals, groups or agencies must submit a typewritten proposal to the Office of Research, Evaluation and Assessment indicating the states purpose, schools and students involved, exact procedures and schedule to be followed, and copies of all instruments to be used in collecting data.

The Office of Research, Evaluation and Assessment Research Committee:

- Reviews the request within the context of stated policy and procedures established by the Detroit Board of Education.
- Forwards approved proposals to principal(s) of designated schools to accept or decline to participate in accordance with the procedure of the study. Signed approvals are returned to the Office of Research, Evaluation and Assessment.
- Notifies the researcher at each level of approval.

For additional information contact:

*Detroit Public Schools
Office of Research, Evaluation and
Assessment/Outside Research Requests
Albert Kahn Building, Suite 100
7400 Second Avenue @ Lothrop
Detroit, MI 48202*

PHONE: (313) 873-6602

FAX: (313) 873-6461

(313) 873-6463

(313) 873-6446