



Detroit Public Schools Community District

Data Sharing and Research Request Application Preparation Guide

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Introduction

The mission of Detroit Public Schools Community District is to educate and empower every student, in every community, every day, to build a stronger Detroit. All our actions and efforts are driven by this guiding objective.

In this spirit, DPSCD's Office of Research, Evaluation, & Analytics welcomes external research proposals with the potential for advancing knowledge or improving practice within the district to help produce tangible improvements for our students, schools, or the community as a whole.

The Office of Research, Evaluation, & Analytics's core responsibilities include:

- Develop and manage a robust research agenda to help our district improve the quality of education we offer our students.
- Vet and manage research relationships with external partners to advance our research agenda and knowledge in the field more broadly.
- Foster a research and data-driven culture with internal and external publications, resources, presentations, and trainings for internal and external audiences.
- Oversee and implement program evaluation and accountability efforts with schools, departments, and partners.

This document is designed to help support prospective internal and external research partners better understand the research proposal application process and be prepared in advance with any information or materials that will be required during the online submission process.

In addition to this document, all prospective applicants are strongly encouraged to review the following resources in advance of submitting a proposal in order to be able to clearly communicate specifically how the proposed research is aligned with supporting our Strategic Plan Priorities, Research Agenda, and why any proposed data access requirements or data collection approvals beyond the information that is already publicly-available through online district or state resources are necessary for completing the specifically-proposed research:

- [Blueprint 2020: Strategic Plan for Rebuilding Detroit's Schools](#)
- [DPSCD Research Priorities](#)
- [DPSCD "Open Data" Resource Pages](#)
- [MischoolData.org \(MDE\) Data & Reporting Resources](#)

If you have any additional questions as you review this document or are preparing your proposal for submission, please feel free to contact the Office of Research, Evaluation, & Analytics at dpscd.research@detroitk12.org.

Thank you for your interest in supporting Detroit Public Schools Community District's research development goals!

Preparation Guide Overview

The Data Sharing and Research Request Application Overview Guide is designed to help applicants seeking to conduct research in Detroit Public Schools Community District ensure that they have all materials and response information that will be required as part of their application before beginning an online submission.

The sections below provide a comprehensive overview of every mandatory and potential question that applicants should be prepared to complete during the submission process.

Please note that most applicants will not be required to answer every single question outlined in this document. Some questions are only associated with specific types of requests and will only appear in the DPSCD Research Partnership Online Submission Portal for applicants who have indicated those specific needs in responses to preliminary questions.

For example, if an applicant indicates in a preliminary question that their research request requires a direct data-sharing agreement but no approval for additional original data collection (e.g., surveys, observations, interviews, etc.) to be conducted, that applicant would be prompted to provide the information outlined in [Section 8: Data Sharing Needs](#) below but would not be prompted to complete the questions outlined in [Section 9: Independent Research Collection Needs](#).

This guide includes comprehensive preparation information for all possible users but you should **not** be concerned of an error in your submission if you are not prompted to complete every single question detailed in the sections below during the actual online submission process. **Most users will experience this.** The logic embedded in the online portal is designed to streamline the application process as much as possible to the specific needs of each applicant.

Throughout the sections below, question response guide tables will be color-coded using the system detailed in **Table 1** below to indicate whether a question should be expected to be required for all applicants, only required for certain types of requests, or only required for certain types of requests meeting additional specific criteria.

Table 1:

Response Guide Tables Key	
Table Header & "Response Guide" Column Format:	Dark blue/bold white font: Indicates <u>required</u> question for <u>all</u> applicants.
	Medium blue/bold black font: Indicates <u>required</u> question for <u>some</u> applicants.
	Light blue/standard black font: Indicates <u>optional</u> or <u>potentially required</u> question for <u>limited specific</u> applicants.

Item Details

Section 1: Applicant Information

All applicants will be asked to provide basic individual contact information for the primary submitting applicant (“Principal Investigator or Primary Researcher”) and identify themselves as either an internal (DPSCD employee) or external (all others) applicant. The latter question will be used primarily to identify the appropriate extent of additional contact information required.

Tables 2 & 3 below provide an overview of response options to this item.

Table 2: Principal Investigator or Primary Researcher (PI/PR) Information

Principal Investigator or Primary Researcher (PI/PR) Information	Response Guide
Preferred Title	Must complete
First Name	Must complete
Last Name	Must complete
E-mail Address	Must complete
Phone Number	Must complete

Table 3: Are you a current DPSCD employee or student?

Applicant Information Options Guide	Response Guide
Yes	Must select only one response option
No	

Section 2: Additional Contact Information

All applicants will be required to submit complete individual contact information for the primary submitting applicant (“Principal Investigator or Primary Researcher”) and any affiliated oversight or partner organizations or agencies that will be directly involved with any of the research activities proposed in the current application.

Specific contact information elements required will vary slightly depending on whether the applicant is an internal (DPSCD employee) or external partner. Some specific items, such as DPSCD employment location or names of additional affiliated partner organizations, will only be prompted and required if indicated to be relevant based on prior responses.

Tables 4-6 and **7-12** below provide an overview of required and potential response options to this section by applicant type, respectively.

ADDITIONAL CONTACT INFORMATION REQUIREMENTS: DPSCD APPLICANTS

Table 4: Which of the following best describes your current position?

Position Information Options Guide	Response Guide
Principal	Must select <u>only one</u> response option
Assistant Principal	
Other School-Based Administrator (if so, please describe)	
Teacher (if so, please describe below)	
Central Office or Non-School-Based Staff or Administrator	
Student	
Other (if so, please describe below)	

Items in **Table 5** below will only be prompted to applicants indicating in response to the **Table 4** item above that their current position is best described as “Principal”, “Assistant Principal”, “Other School-Based Administrator”, “Teacher”, or “Student”.

Table 5: Current School Employed at or Attending (please select one, primary assignment):

Current School Employed at or Attending Status Information Options Guide	Response Guide
(Drop-down selection list of DPSCD campuses will be provided)	Must select <u>only one</u> response option

Items in **Table 6** below will only be prompted to applicants indicating in response to the **Table 4** item above that their current position is best described as “Central Office or Non-School-Based Staff or Administrator”.

Table 6: Name of Department you are currently employed in & Direct Supervisor contact info:

Position Location Information Options Guide	Response Guide
Name of Department you are currently employed in	Must complete
Direct Supervisor Name	Must complete
Direct Supervisor Title	Must complete
Direct Supervisor E-mail Address	Must complete

CONTACT INFORMATION REQUIREMENTS: EXTERNAL APPLICANTS

Table 7: Principal Investigator or Primary Requester (PI/PR) Additional Contact Information:

Principal Investigator or Primary Requester (PI/PR) Additional Contact Information	Response Guide
Street Address	Must complete
Department/Office/Suite	Complete if applicable
City	Must complete
State	Must complete
Zip	Must complete

Table 8: Primary Affiliated Organization Name (if applicable, otherwise please enter "None"):

Primary Affiliated Organization Name Options Guide	Response Guide
Primary Affiliated Organization Name (if applicable, otherwise enter "None")	Must complete

Table 9: Is contact information for the primary affiliated or associated organization listed above different from contact information for the principal investigator or primary researcher completing this request?

Primary Affiliated Organization Contact Information Status Options Guide	Response Guide
Yes	Must select only one response option
No	
Not Applicable	

Items in **Table 10** below will only be prompted to applicants indicating “Yes” in response to the **Table 9** item above.

Table 10: Organization Mailing Address (inc. Name of Department/Office, etc. if applicable):

Primary Affiliated Organization Contact Information Options Guide	Response Guide
Street Address	Must complete
Department/Office/Suite	Complete if applicable
City	Must complete
State	Must complete
Zip	Must complete

Table 11: Are there any other affiliated organizations associated with this request that will require access to the data or information being requested (for example, if this request is being made on behalf of a collaborative group of organizations partnering in this research effort)?

Other Affiliated Organizations Status Options Guide	Response Guide
Yes	Must select only one response option
No	

Items in **Table 12** below will only be prompted to applicants indicating “Yes” in response to the **Table 11** item above.

Table 12: Additional Organizations Involved (if applicable):

Additional Organizations Involved Status Options Guide	Response Guide
Additional ("Add'l") Partner Org. #1	Must complete
Additional ("Add'l") Partner Org. #2	Complete if applicable
Additional ("Add'l") Partner Org. #3	Complete if applicable
Additional ("Add'l") Partner Org. #4	Complete if applicable
Additional ("Add'l") Partner Org. #5	Complete if applicable

OPTIONAL APPLICANT DEMOGRAPHIC INFORMATION: ALL APPLICANTS

Detroit Public Schools Community District is dedicated to supporting and fostering research initiatives representative of a diversity of voices and perspectives. As such, we are committed to monitoring representation among our research partners to ensure that applications received are reflective of the community we serve and an essential diversity of perspectives. Items in **Tables 13-14** below offer Principal Investigators or Primary Researchers submitting applications to support our efforts in this area by providing some limited personal demographic information.

These items are **ENTIRELY OPTIONAL** and will not be used to evaluate the merits of research applications in any way. Information provided will strictly be used for our own internal monitoring purposes and potential future research opportunity outreach and communications efforts to ensure there is equitable awareness of DPSCD research priorities and access to continual improvement of access to application process materials and support for potential applicants of all backgrounds going forward.

Table 13: Please select the option(s) below that best describes how the Principal Investigator or Primary Researcher identifies their race/ethnicity:

OPTIONAL Demographic Information (Race/Ethnicity) Guide	Response Guide
American Indian or Alaska Native	OPTIONAL - May select one or more if desired
Arabic	
Asian	
Black or African American	
Hispanic or Latino	
Multiracial	
Native Hawaiian or Pacific Islander	
White	
Other (if so, please describe)	

Table 14: Please select the option(s) below that best describes how the Principal Investigator or Primary Researcher identifies their sex:

OPTIONAL Demographic Information (Sex) Guide	Response Guide
Female	OPTIONAL - May select one or more if desired
Male	
Other (if so, please describe)	

Section 3: Basic Project Information

All applicants will be required to enter the following basic project information elements:

- Project or Study Title
- Brief Description of Purpose of Proposed Research
- Specific Research Questions
- Type of Research or Project

Tables 15-18 below provide an overview of response options to these items.

Table 15: Project/Study Title:

Project Information Options Guide	Response Guide
Project/Study Title	Must complete

Table 16: Please provide a brief description of the purpose of this study:

Project Description Response Guide	Response Guide
<i>(Open Response)</i>	Must complete

Table 17: Please provide at least one, and no more than five, specific research questions (RQ) that your proposal seeks to investigate:

Research Questions Options Guide	Response Guide
Research Question ("RQ") #1	Must complete
Research Question ("RQ") #2	Complete if applicable
Research Question ("RQ") #3	Complete if applicable
Research Question ("RQ") #4	Complete if applicable
Research Question ("RQ") #5	Complete if applicable

Table 18: Please select the option below that best describes the reason for this research:

Project Type Options Guide	Response Guide
Doctoral dissertation or thesis research study	Must select <u>only one</u> response option
Academic research study (university or university-based research center initiative, not for dissertation or credit)	
Community or non-profit research study (topic-focused, broader than evaluation of a specific program)	
Program evaluation (focused on impacts of a specific program or initiative)	
Media request	
Other (if so, please describe in space provided)	

For applicants indicating their research or project type to be for a doctoral dissertation, thesis research, or other academic research study, an additional question about the current status of an Institutional Review Board (I.R.B.) approval from the applicant's university will be prompted.

Table 19 below provides an overview of response options to this item.

Table 19: Has your research proposal already been approved by your university's Institutional Review Board (IRB)?

Institutional Review Board Status Options Guide	Response Guide
Yes	Must select <u>only one</u> response option
No (Pending Review)	
Not Applicable (If so, please explain why)	

Items in **Table 20** below will only be prompted to applicants indicating “Yes” in response to the **Table 19** item above.

Table 20: Please upload a copy of your IRB approval confirmation.

Institutional Review Board Documentation Response Guide	Response Guide
<i>(File Upload)</i>	Must provide if applicable

Section 4: Program Evaluation Information

Items in this section will only be prompted to applicants indicating their research or project type to be a program evaluation (focused on impacts of a specific program or initiative) in [Section 3](#).

Items in this section are included to identify or confirm whether a Memorandum of Understanding (M.O.U.) covering the evaluation requirements of the applicant’s request is already in place with the district as part of the original program partnership agreement.

Tables 21-26 below provide an overview of response options to these items.

Table 21: Does the specific program or initiative you are evaluating already have a signed Memorandum of Understanding (M.O.U.) in place with the district through Partnerships and Innovation or another department?

Existing Memorandum of Understanding Status Options Guide	Response Guide
Yes	Must select <u>only one</u> response option
No	
Not Sure	

Items in **Tables 22-26** below will only be prompted to applicants indicating “Yes” in response to the **Table 21** item above.

Table 22: If available, please upload a copy of the signed M.O.U. currently in place for specific program or initiative you are evaluating.

Existing Memorandum of Understanding Documentation Response Guide	Response Guide
<i>(File Upload)</i>	Must provide if applicable

Table 23: Does the signed M.O.U. currently in place for specific program(s) or initiative(s) you are evaluating already cover the scope of approved data to be shared or independent research to be conducted as part of your evaluation?

Existing Memorandum of Understanding Scope Options Guide	Response Guide
Yes	Must select <u>only one</u> response option
No	
Not Sure	

Table 24: Are you and/or your organization already specifically named in the signed M.O.U. currently in place for specific program or initiative you are evaluating already?

Existing Memorandum of Understanding Coverage Options Guide	Response Guide
Yes	Must select <u>only one</u> response option
No (If not, please explain why below - e.g. "I am an independent evaluator hired by the program operator", etc.)	
Not Sure	

Table 25: Please provide contact information for the DPSCD staff member who acted your primary point of contact in negotiating the signed M.O.U. currently in place for specific program or initiative you are evaluating:

Existing Memorandum of Understanding Primary District Contact Options Guide	Response Guide
First Name	Must complete
Last Name	Must complete
Job title/Department	Must complete
DPSCD E-Mail Address	Must complete

Table 26: Are there any new, additional or otherwise different data elements you need to request or independent research elements you need permission for today that are not already covered in the scope of the signed M.O.U. currently in place for specific program or initiative you are evaluating?

Existing Memorandum of Understanding Amendment Request Options Guide	Response Guide
Yes	Must select <u>only one</u> response option
No	
Not Sure	

Section 5: Project Details

All applicants will be required to provide the following key project details regarding their proposed research:

- Proposed Project Start Date
- Proposed Project End Date
- General Research Requirements

Tables 27-29 below provide an overview of response options to these items.

Please note that identification of a proposed project start date during the application process **does not** guarantee that all final approvals needed will be completed by that date. This information will be given consideration during the proposal review process in order to inform the district’s consideration of potential conflicts or interruptions in academic instruction at the school-level as part of the proposed research, as well as to help the district best support the applicant’s needs to the degree possible.

However please be advised that the complete process of review and approvals required for new research applications may take **up to ten weeks** to complete and new requests proposing a start date targeted for less than that amount of time from the date of submission should expect a timeline revision request.

Table 27: Please select proposed date (MM/DD/YYYY format) for research to **START**:

Proposed Project Start Date Information Options Guide	Response Guide
(Drop-down selection list of dates will be provided)	Must complete

Table 28: Please select proposed date (MM/DD/YYYY format) for research to **END**:

Proposed Project End Date Information Options Guide	Response Guide
(Drop-down selection list of dates will be provided)	Must complete

Table 29: Please select all statements below that apply to your research request:

Research Requirements Options Guide	Response Guide
I need data that is not currently offered in DPSCD's publicly-posted "Open Data"	Must select <u>only one</u> response option
I need to conduct independent data collection (surveys, observations, unique assessments, etc.) in DPSCD schools or with DPSCD students or employees	
I need both of the above	
I need something else (if so, please describe below)	

Section 6: Primary Domain Focus

All applicants will be required to identify **one** Primary Domain Focus Area that results of the proposed research are most directly expected to advance knowledge or practice in.

Table 30 below provides an overview of response options to this item.

Please note that applicants should only select **one** item total on this page, **not** one item per domain area.

While your proposed research may be designed to ultimately advance knowledge or practice in more than one of the domain areas listed, for this item please only select the **one** that your efforts would be considered most primarily relevant to.

For example, an applicant seeking to conduct a program evaluation of an afterschool program to measure impacts of that program on students' attendance, behavior, and academic performance improvement on Mathematics and Science assessments may ultimately provide valuable results for informing attendance, behavior, Mathematics and Science support practices – but for the purposes of this section of the application the **one** Primary Domain Focus selected for review of the request should be “Before or After School Programs”.

Table 30: Please select the **one** specific domain item from **one** of the areas below that your proposed research efforts are most directly expected to advance knowledge or practice in

Primary Domain Focus Options Guide		Response Guide
Domain Area 1: Curriculum/ Instruction Outcomes, Programs, or Support	English/Language Arts (inc. Reading & Writing support)	Select only one option overall. Do not select one option from each domain area. Even if proposed research includes aspects relevant to multiple focus area options listed, please select only the single option in one of the domain areas listed that most represents the primary focus of proposed research.
	Mathematics	
	Science	
	Social Studies	
	Health/Physical Education	
	Exceptional Student Education	
	Arts	
	World Languages	
	Technology Education	
	Career or Technical Education Programs	
	Health or Nutrition Education or Support Programs	
Other (if so, please describe below)		
Domain Area 2: Other Academic (Non-Subject Specific) Outcomes, Programs, or Support	Promotion/Retention Rates	
	Graduation Rates	
	Postsecondary Outcomes	
	Behavior or Discipline Rates	
	Attendance Rates	
	Student Mobility Rates	
	"Partnership Schools" (as per MDE-designation) or formal School Improvement Plans/Efforts	
	Other School-based Community/Organization Local Partnership Initiatives or Pilots	
Other (if so, please describe below)		
Domain Area 3: Enrichment Program Quality or Impacts	Athletics or other Extracurricular Programs	
	Technology Infrastructure or Programs	
	Service-based Learning or Cultural Enrichment Programs	
	Before or After School Programs	
	Mentoring or In-school Support Programs	
Other (if so, please describe below)		
Domain Area 4: Operational Processes Quality or Impacts	Enrollment Patterns	
	Transportation Services	
	Teacher Pipeline (Recruiting, Hiring, Evaluation, Retention)	
	Teacher Support and/or Professional Development	
	School-based Leadership Pipeline (Recruiting, Hiring, Evaluation, Retention)	
	School-based Leadership Support and/or Professional Development	
	District/Central Office Staff and Leadership Pipeline, Support and/or Professional Development	
	Financial Processes Systems, Practices and Procedures	
	Technology Implementation and Integration Systems, Practices and Procedures	
	Other Physical Plant Operations Systems, Practices and Procedures	
	School or District Policy/Governance Structures or Practices	
Other (if so, please describe below)		
Domain Area 5: Community Outreach or Prog. Quality or Impacts	Family or Community Engagement Programs or Services	
	Internal Communications or Information Access Services	
	External Communications or Information Access Services	
	Other (if so, please describe below)	

Section 7: Priority Research Area Alignment

All applicants will be required to identify **at least one** Priority Research Area that findings of the proposed research are expected to specifically help advance the district’s improvement efforts in.

Table 31 below provides an overview of response options to this item.

Please note that applicants **may select more than one** area in this section that the proposed research can be expected to support improvement in or understanding of, though more than one selection is **not** required.

For applicants identifying multiple Priority Research Areas aligned with their proposed research in this section, please be sure that specific alignment with **all** of the areas selected are clearly evident in the language of the Research Questions provided in Section 3.

Applications will be reviewed for both stated alignment with one or more Priority Research Area, as well as clarity of the degree of actual alignment with those stated areas based on research questions and other project request specifics provided.

Table 31: In order to ensure that all initiatives supported by the district are aligned in support of our Strategic Plan for improving student outcomes, all research partnership requests are required to be aligned with one of our identified Priority Research Agenda areas. In the sections below, please select any of the stated priority research areas that the findings of your research would be expected to help advance knowledge or practice in:

Priority Research Alignment Area Options Guide		Response Guide
Strategic Priority Area: Outstanding Achievement	Consistent instructional curriculum highly aligned with standards	Must select <u>at least one</u> response option, may select multiple specific areas across different priority area groupings if applicable.
	Access to rigorous course progression aligned with college, career, and life goals	
	Stakeholder access to accurate and actionable data on student and district progress	
	Individualized and appropriate exceptional student education services	
	Effective support for Partnership School students	
Strategic Priority Area: Transformative Culture	Internal and external stakeholder perceptions of school and district culture	
	Factors contributing to positive behavior in and out of the classroom	
	Reducing chronic absenteeism	
	Impact and alignment of community supports and resources for student’s families	
	Effective decision-making structures between schools, the District, and constituents	
Strategic Priority Area: Whole Child Commitment	Effective communication channels between schools, the District, and constituents	
	Access to quality, effective cultural and leadership experiences	
	Access to quality, effective social-emotional and health services	
	Access to robust programming in non-core subject areas	
	Access to service-based learning opportunities	
	Access to and participation in high-quality activities outside of the school day, including before and after school programs and summer experiences	
Strategic Priority Area: Exceptional Talent	Provision of nutritious meals at our schools and their effects on health, development, and learning	
	Efficiency and effectiveness of recruitment, hiring, and onboarding policies and practices	
	Innovation in leveraging partnerships and programs to strengthen talent pipelines	
	Access to and effectiveness of staff professional development	
Strategic Priority Area: Responsible Stewardship	Quality and consistency of educator and staff evaluation and succession planning systems at all levels	
	Improving district and school budgeting processes	
	Improving and supporting facilities management and technology infrastructure planning	
	Continuously improve standard operating procedures and routines across schools and district departments to improve efficiency and maximize resources	
	Alignment of district, community, philanthropic and city partnerships tensure coherent programming and smart development	

	Improving use and effectiveness of systematic research and evaluation plans for all major initiatives that focus on effectiveness of programs for students	
Additional Flex Focus Priority Areas	Equitable State School Aid	
	School Facility Improvements	
	Local School Accountability	
	Governance	
	Charter School Transparency, Oversight & Accountability	
	Improving systems and procedures for collecting and managing student information	
	Improving systems and procedures for managing customer service, communication and relations	
	Improving systems and procedures for keeping staff informed and connected	
	Improving systems and procedures for new employee onboarding and support	
	Improving systems and procedures for integrated and efficient procurement of and payment for goods and services	

Section 8: Data Sharing Needs

Items in this section will only be prompted to applicants indicating in [Section 5](#) that their research requires access to data not currently available in DPSCD’s “Open Data” resources.

Items in this section will prompt applicants requiring a data-sharing agreement to specify the complete parameters of the data being requested.

Please note that requesting any specific data elements or parameters in this section **does not** guarantee that a final data-sharing agreement will be approved exactly as requested.

For applicants requesting access to an extensive number of data elements, please be sure that a specific alignment for the purposes of **all** elements requested is clearly evident as necessary in the language of the Research Questions provided in [Section 3](#).

Applications will be reviewed for both requested data-sharing agreement parameters, as well as clarity of the degree of actual alignment with those data elements requested and the stated research questions or other project purpose specifics provided.

Tables 32-45 below provide an overview of response options to these items.

Table 32: Please select all statement(s) below that best describe the level(s) of data you need:

Data Type(s) Requested Options Guide	Response Guide
I need individually identifiable student-level data.	Must select <u>at least one</u> response option (may select multiple if necessary)
I need de-identified (or masked) student-level data.	
I need aggregated student performance results (grouped districtwide or by individual schools, grade-levels, classes and/or subgroups within schools, etc.).	
I need individually identifiable teacher or employee-level data.	
I need de-identified (or masked) teacher or employee-level data.	
I need aggregated teacher or employee-level data (grouped districtwide or by individual schools, grade-levels, departments and/or subgroups within schools, etc.).	
I need something else not listed above.	

Items in **Table 33** below will only be prompted to applicants indicating in response to the **Table 32** item above that their research requires access to **student-level data** not currently available in DPSCD’s “Open Data” resources.

Table 33: Please select below all student-level data elements that you are requesting access to as part of this research.

Specific Student Data Element(s) Options Guide		Response Guide
Student Data: Demographics	Date of Birth	Must select <u>at least one</u> response option (may select multiple if necessary)
	Gender	
	Race/Ethnicity	
	Exceptional Student Education	
	English Language Learner	
	Federal free or reduced-price lunch eligibility	
	Primary Language	
	Current Grade-level	
	Current school of enrollment	
	Prior/historic schools of enrollment	
Other		
Student Data: Assessment Performance	M-STEP Performance [English/Language Arts]	Note: Student Data selection option categories will only appear if it has been indicated in a prior question that <u>student-level</u> data is needed.
	M-STEP Performance [Mathematics]	
	M-STEP Performance [Science]	
	M-STEP Performance [Social Studies]	
	iReady Performance [Reading]	
	iReady Performance [Mathematics]	
	SAT Performance [Evidence-Based Reading & Writing]	
	SAT Performance [Mathematics]	
Other (please describe below)		
Student Data: Other Academic Indicators	Course marks	Note: Student Data selection option categories will only appear if it has been indicated in a prior question that <u>student-level</u> data is needed.
	Credit earned	
	Withdrawal code	
	Promotion/retained indicator	
	Number of days present	
	Number of days absent	
	Number of unexcused/excused tardy days	
	Number of days enrolled/eligible	
	Disciplinary actions	
Other (please describe below)		

Items in **Table 34** below will only be prompted to applicants indicating in response to the **Table 32** item above that their research requires access to **teacher or employee-level data** not currently available in DPSCD’s “Open Data” resources.

Table 34: Please select below all teacher-level data elements that you are requesting access to as part of this research.

Specific Teacher or Employee Data Element(s) Options Guide		Response Guide
Teacher or Employee Data: All	Years of experience	Must select <u>at least one</u> response option (may select multiple if necessary) Note: Teacher or Employee Data selection option categories will only appear if it has been indicated in a prior question that <u>teacher or employee-level</u> data is needed.
	Gender	
	Race/Ethnicity	
	Current primary role assignment	
	Current primary school assignment	
	Effectiveness ratings	
	Other (please describe below)	

Table 35: Please indicate the **reporting level(s)** at which you need data requested aggregated at below.

Aggregated Data Reporting Level(s) Options Guide	Response Guide
Districtwide	Must select at least one response option (may select multiple if necessary)
Individual school-level	
Grade-level (districtwide)	
Grade-level (within school(s) selected)	
Teacher or classroom-level	
Other (if so, please describe below)	

Table 36: Please indicate below any **subgroup comparison level(s)** you are requesting to have available within the reporting level(s) indicated above.

Aggregated Data Subgroup(s) Options Guide	Response Guide
Gender	Must select at least one response option (may select multiple if necessary)
Race/Ethnicity	
Economically Disadvantaged Status	
English Language Learner Status	
Exceptional Student Education Status	
Other (if so, please describe below)	

Table 37: For any data elements outside the standard data catalog options provided that you are requesting, please describe below what is needed and which associated research question(s) is this data needed for. **Please be as specific as possible in identifying data elements needed.**

Additional Data Sharing Needs Response Guide	Response Guide
<i>(Open Response)</i>	Must complete, if none enter "None"

Table 38: Please select the school years for which data is requested:

Data Focal Year(s) Options Guide	Response Guide
2018-2019	Must select at least one response option (may select multiple if necessary)
2017-2018	
2016-2017	
2015-2016	
2014-2015	
Other previous years (if so, please specify)	

Table 39: Please select all specific schools you are requesting data on students or employees from (if requesting a districtwide sample, please select "All")

Data Focal School(s) Options Guide	Response Guide
<i>(Drop-down selection list of DPSCD campuses will be provided)</i>	Must select at least one response option (may select multiple if necessary)

Table 40: Please confirm below the scope of data you are requesting within the target school(s) selected:

Data Focal Group(s) Options Guide	Response Guide
Requesting data on ALL students or staff within selected school(s)	Must select <u>one</u> response option
Requesting data on LIMITED SPECIFIC students or staff within selected school(s)	

Table 41: If you are requesting data on LIMITED SPECIFIC students or staff within selected target school(s), please indicate below the group or groups you are requesting data on:

Data Focal Group(s) Limitations Options Guide	Response Guide
Students or staff at specific GRADE LEVELS only	Must select at least <u>one</u> response option (may select multiple if necessary)
Students or staff taking or teaching specific COURSES or SUBJECT AREAS only	
Students or staff participating in specific SUPPLEMENTAL INTERVENTION or EXTERNAL SUPPORT PROGRAMS only	
Students or staff meeting the following OTHER specific criteris (<i>please describe</i>)	

Table 42: If you are requesting data on students or staff at specific GRADE-LEVELS only, please indicate below the target grade-levels requested:

Data Focal Group(s) Limitations by Grade Options Guide	Response Guide
Pre-K	Must select at least <u>one</u> response option (may select multiple if necessary)
Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9	
Grade 10	
Grade 11	
Grade 12	

Table 43: If you are requesting data on students or staff taking or teaching specific COURSES or SUBJECT AREAS only, please describe the target courses or subject areas requested below:

Data Focal Group(s) Limitations by Course Options Guide	Response Guide
(Open Response)	Must complete (<i>if applicable</i>)

Table 44: If you are requesting data on students or staff participating in specific SUPPLEMENTAL INTERVENTION or EXTERNAL SUPPORT PROGRAMS only, please describe the focal supplemental intervention or external support programs that specifically-associated participant data is being requested for below:

Data Focal Group(s) Limitations by Program Options Guide	Response Guide
(Open Response)	Must complete (<i>if applicable</i>)

Table 45: Using the space below, please provide a brief description of **key analytic methodologies** to be used in analyzing the data requested pursuant to investigating the stated research questions (e.g., statistical analysis techniques to be employed with data, comparison groups or controls to be considered or accounted for, etc..)

Data Sharing Request Key Analytic Methodologies Response Guide	Response Guide
(Open Response)	Must complete

Section 9: Independent Research Collection Needs

Items in this section will only be prompted to applicants indicating in [Section 5](#) that their research will require conducting independent data collection (surveys, observations, unique assessments, etc.) in DPSCD schools or with DPSCD students or employees.

Items in this section will prompt applicants requiring approval to collect independent research to specify the complete parameters of any data collection methodologies proposed.

Please note that requesting approval for any specific independent data collection plans in this section **does not** guarantee that a final memorandum of understanding will be approved exactly as requested.

For applicants requesting approval for independent data collection activities, please be sure that a specific alignment for the purposes of **all** selected methodologies in items below is clearly evident as necessary in the language of Research Questions provided in [Section 3](#).

Applications will be reviewed for both stated data-collection activity requests, as well as clarity of the degree of actual alignment with those requested activities and the stated research questions or other project purpose specifics provided.

Tables 46-58 below provide an overview of response options to these items.

Table 46: Independent Research Collection Methods or Instruments Requested:

Independent Research Collection Method(s) or Instrument(s) Options Guide	Response Guide
Surveys (Paper or Online)	Must select at least one response option (may select multiple if necessary)
Interviews (In-person or Recorded)	
Focus Groups	
Observations (In-person or On-site)	
Video, Audio, or Photographic Recordings	
Unique/Specific Academic Assessments (Pre-/Post tests, other)	
Unique/Specific Non-Academic Assessments (Health/Socio-emotional measurements, other)	
Project-based Product or Portfolio Artifact Collection	
Other (if so, please describe below)	

Table 47: Please identify below the group or groups you are requesting to administer (selected methods/instruments) with.

Proposed Focal Group(s) Options Guide	Response Guide
Students	Must select <u>at least one</u> response option (may select multiple if necessary)
Teachers	
School Administrators	
Other School-Based Staff	
Central Office or Other Non-School-Based Staff	
Parents/Families of Students	
Other (if so, please specify)	

Items in **Table 48** below may be prompted repeatedly for applicants indicating more than one proposed data collection method in the **Table 46** item above. Specific documentation of protocols or instruments to be used with each different proposed methodology selected will be required.

Table 48: Please upload a copy of the (selected methods/instruments) protocols (and/or) questions to be used:

Independent Data Collection Methods Documentation Response Guide	Response Guide
(File Upload)	Must provide if applicable

Table 49: Please enter target **STARTING** date (MM/DD/YYYY format) for commencing independent data collection activities that you are requesting for this project:

Proposed Independent Data Collection Start Date Information Options Guide	Response Guide
(Drop-down selection list of dates will be provided)	Must complete

Table 50: Please enter target **ENDING** date (MM/DD/YYYY format) by which you are expecting requested independent data collection activities to be completed by for this project:

Proposed Independent Data Collection End Date Information Options Guide	Response Guide
(Drop-down selection list of dates will be provided)	Must complete

Table 51: Please describe the frequency with which you will need to conduct rounds of data collection:

Data Collection Frequency Options Guide	Response Guide
Once per year	Must select <u>only one</u> response option
2-4 times per year	
5 or more times per year	
Other (if so, please describe below)	

Table 52: Please select all specific schools you are requesting data on students or employees from (if requesting a districtwide sample, please select "All")

Proposed Independent Data Collection Focal School(s) Options Guide	Response Guide
<i>(Drop-down selection list of DPSCD campuses will be provided)</i>	Must select <u>at least one</u> response option (may select multiple if necessary)

Table 53: Please confirm below the scope of data you are requesting to collect within the target school(s) selected:

Data Collection Focal Group(s) Options Guide	Response Guide
Requesting data on ALL students or staff within selected school(s)	Must select <u>one</u> response option
Requesting data on LIMITED SPECIFIC students or staff within selected school(s)	

Table 54: If you are requesting participation of LIMITED SPECIFIC students or staff within selected target school(s), please indicate below the group or groups you are requesting to administer data collection activities with:

Data Collection Focal Group(s) Limitations Options Guide	Response Guide
Students or staff at specific GRADE LEVELS only	Must select at least <u>one</u> response option (may select multiple if necessary)
Students or staff taking or teaching specific COURSES or SUBJECT AREAS only	
Students or staff participating in specific SUPPLEMENTAL INTERVENTION or EXTERNAL SUPPORT PROGRAMS only	
Students or staff meeting the following OTHER specific criteris <i>(please describe)</i>	

Table 55: If you are requesting participation of students or staff at specific GRADE-LEVELS only, please indicate the target grade-levels for data-collection focus being requested below:

Data Focal Group(s) Limitations by Grade Options Guide	Response Guide
Pre-K	Must select <u>at least one</u> response option (may select multiple if necessary)
Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9	
Grade 10	
Grade 11	
Grade 12	

Table 56: If you are requesting participation of students or staff taking or teaching specific COURSES or SUBJECT AREAS only, please describe the target courses or subject areas for data-collection focus being requested below:

Data Collection Focal Group(s) Limitations by Course Options Guide	Response Guide
(Open Response)	Must complete (if applicable)

Table 57: If you are requesting participation of students or staff participating in specific SUPPLEMENTAL INTERVENTION or EXTERNAL SUPPORT PROGRAMS only, please describe the focal supplemental intervention or external support programs that specifically-associated participant data collection is being requested for below:

Data Collection Focal Group(s) Limitations by Program Options Guide	Response Guide
(Open Response)	Must complete (if applicable)

Table 58: Using the space below, please provide a brief description of **key analytic methodologies** to be used in analyzing the data collected pursuant to investigating the stated research questions (e.g., statistical analysis techniques to be employed with data, comparison groups or controls to be considered or accounted for, etc..)

Data Collection Request Key Analytic Methodologies Response Guide	Response Guide
(Open Response)	Must complete

Section 10: District Impact and Additional Considerations

All applicants will be required to provide additional, open-ended response information concerning any other potential risks or benefits of participation in the proposed research to DPSCD students, employees, or the general good-standing of the district.

Tables 59-65 below provide an overview of response options to these items.

Table 59: Using the space below, please describe any **data protection plans or protocols** in place to protect participant or subject information collected or recieved from individually identifiable exposure or breach. (If results from this research are expected to be published anywhere for purposes beyond sharing back with DPSCD, please also address planned aggregate publication reporting levels planned to limit identifiability of participants or subjects.)

District Impact Question 1 Response Guide	Response Guide
(Open Response)	Must complete, if none enter "None"

Table 60: Using the space below, please describe any anticipated or potential **disruption of classroom instructional time** required as part of proposed research or data collection activities. (Please include any data collection activities required to be conducted in schools during the instructional day.)

District Impact Question 2 Response Guide	Response Guide
(Open Response)	Must complete, if none enter "None"

Table 61: Using the space below, please describe any anticipated or potential **financial cost or benefit to participants or the district** associated with the proposed research or data collection activities. (Please include any non-monetary gifts or incentives to be offered to participants, if applicable.)

District Impact Question 3 Response Guide	Response Guide
(Open Response)	Must complete, if none enter "None"

Table 62: Using the space below, please describe any potential unanticipated **risks to participants or the district** associated with the proposed research or data collection activities.

District Impact Question 4 Response Guide	Response Guide
(Open Response)	Must complete, if none enter "None"

Table 63: Are there **any other** data access or collection activities required as part of the scope of your proposed research that you were unable to clearly communicate due to question limitations or scope parameters in the submission portal to this point? If so, please describe those additional requirements as clearly as possible below.

Additional Considerations Question 1 Response Guide	Response Guide
(Open Response)	Must complete, if none enter "None"

Table 64: Using the space below, please describe any other specific likely **benefits to students, staff, or the district** in general that you would expect to result from the district's participation in this research partnership and would like to highlight that you believe may not have been made entirely in previous responses. (If applicable.)

Additional Considerations Question 2 Response Guide	Response Guide
(Open Response)	Must complete, if none enter "None"

Table 65: Please indicate below whether the results of this research are expected to be **published** anywhere upon completion, including but not limited to: academic research journals, publicly-distributed papers or online content, media reports, or organization promotional materials?

Additional Considerations Question 3 Response Guide	Response Guide
Yes (if so, please describe expected publication type:)	Must select <u>only one</u> response option
No	
Uncertain (if uncertain at this time, please explain why:)	

Section 11: Affirmation and Final Submission

All applicants will be asked to provide an electronic signature affirming their understanding of the requirements of all DPSCD research partners to protect the personally identifiable information of district students or employees collected as part of approved research activities (either through direct data-access or independent data collection activities), as well as affirming consent to share any results, published materials, or other requested documentation derived from or used in the process of the research with DPSCD’s Office of Research, Evaluation, & Analytics.

Table 66 below provides an overview of response options to this item.

Table 66: 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 Community District.

I agree to provide the Office of Research, Evaluation, & 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.

Affirmation and Final Submission Guide	Response Guide
<i>(Electronic Signature)</i>	Must complete