

*School Year 2016-2017*

**DeKalb County School District  
Information and Instructions for Conducting Research  
Please read carefully prior to requesting to conduct research.**

The DeKalb County School District reserves the right to approve or deny at any time any research conducted in the district.

The **Purpose** of this process is to govern and coordinate research conducted in the DeKalb County School District (DCSD) for the following reasons:

- To protect the rights and privacy of students, parents/guardians, and staff;
- To protect instructional time;
- To promote continuous improvement in student achievement;
- To benefit the DCSD and support the mission, goals, and strategic plan;
- To ensure that the research will inform educational practice.

The DeKalb County School District’s **Board of Education** has adopted policy KIB-R Special Interest Material Distribution, Research, Surveys, and Questionnaires. This policy states that before any survey, questionnaire, or other data collecting instruments are administered, the Department of Research, Assessments, and Grants shall first approve it in writing. This policy shall apply to requests made by employees of the DeKalb County School District and/or external requests to conduct research within the district. Approval will be based on consistent procedures in keeping with established policies. Any study that involves data collection through observation, interview, survey, tests, and other data collection devices is defined as “research” and is subject to these policies and procedures.

**Research Proposal Review Calendar for the School Year 2016-17**

Submission Deadline (midnight)	Review Month	Decision Letter (approximate date)
August 26, 2016	September 2016	September 30, 2016
December 16, 2016	January 2017	January 31, 2017
April 28, 2017	May 2017	May 31, 2017

**FRIDAY, MARCH 31, 2017**

**IS THE LAST DAY TO COLLECT DATA IN THE SCHOOLS  
FOR THE 2016-2017 SCHOOL YEAR**

## List of Supporting Documents and Information

(located on webpage)

- Information and Instructions for Conducting Research in DCSD 2016-17
- Local School Research Application Form 2016-17
- DCSD Research Review Board Application Form 2016-17
- DCSD Research Review Board Standards
- Sample Letter of Informed Consent
- Research Proposal Submission Calendar 2016-17
- Requirements for the Letter of Institutional Endorsement
- DCSD Strategic Plan information

## DeKalb County School District's Research webpage

<http://www.dekalb.k12.ga.us/research-and-evaluation/proposals>

## Contact Information

Questions about the research application or review process

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*School Year 2016-2017*  
DeKalb County School District (DCSD)  
Research Review Board

Research requiring review board approval is research initiated by DCSD employees for the purpose of a degree requirement, particularly a doctoral dissertation consisting of data collection at multiple school sites. Requests to conduct research for doctoral dissertations that comprise data collection at only one school site are generally not accepted due to their limited benefit to the school district. Research needing RRB approval also includes studies initiated by central office employee, a non-DCSD employee, e.g. a university faculty member, professional research organization, a government agency, or research for the purposes of a grant.

- Answer all questions in the application and provide all supporting information/documents requested.
- Incomplete applications will not be reviewed and will be automatically denied.
- Proposal applications that are not representative of scholarly work or are not professionally prepared will not be reviewed and will be automatically denied.
- Proposals that require district or school staff other than the researcher to collect data and/or provide reports for study purposes will be denied.
- Proposals to conduct studies that are not logically feasible in the district will be denied.
- Research for doctoral dissertations **must be submitted by the researcher's faculty advisor or dissertation committee chairperson.** The faculty advisor or dissertation chairperson must include a *letter of institutional endorsement*. Applications submitted directly from doctoral student researchers will not be accepted.
- Applications must be submitted electronically in Microsoft Word (any version) or Adobe pdf format **as a single attachment** to [michael.j.shaw@dekalbschoolsga.org](mailto:michael.j.shaw@dekalbschoolsga.org) by midnight of the submission deadline listed on the Research Proposal Review Calendar for 2016-2017.
- Applications to conduct research within the DeKalb County School District are reviewed three times a year (September, January, May). We do not provide expedited reviews.
- The DCSD Research Review Board (RRB), which includes Research, Assessments, and Grants staff, district leaders, content experts, and school leaders, evaluates all research applications based on the DCSD Research Standards and determines which studies will be approved.
- Researchers will receive a decision letter via e-mail regarding the status of their applications between the last week of the review month and the first week of the month after the review.

Researchers who receive DeKalb RRB approval will be provided a signed approval letter and a DCSD Research identification number from the Department of Research, Assessments, and Grants. To secure approval from the principal(s), provide to the principal(s) a copy of your approval letter, application form, copies of all data collection instruments, and Letters of Informed Consent. Once the researcher has received permission from the principal(s), the researcher may contact staff, parents, and/or students. Principals **may decline participation** in any research study at their own discretion. **School staff, parents, and students may elect not to participate** in a research study even if it is approved by the DCSD Research Review Board (RRB) and the principal.

\*All research proposals are approved for one calendar year as submitted. Changes or extensions must be requested in writing to the Department of Research, Assessments, and Grants.

Researchers who receive a denial to conduct research in the DeKalb County School District may submit a new application for later review.

*School Year 2016-2017*  
**DeKalb County School District**  
**Local School Research**

A local school action research project is research initiated by DCSD employees related to their roles, responsibilities, and or job duties. An action research project is often a requirement for a graduate course leading to a master's or specialist's degree, add-on certification, or a certification endorsement. Accordingly, research projects only involve data collection at the employees' place of employment (school site) and would therefore require only the approval of the school's principal as long as the research project meets these elements:

- The rights and privacy of students, parents/guardians, and staff are protected;
- Instructional time is protected;
- Continuous improvement in student achievement is promoted;
- The research project benefits the district and supports the mission, goals, and strategic plan;
- The research will be used to inform educational practice;
- Names of school stakeholders, school names, and/or the school district's name will not be used in the study, report, or paper;
- Proposals may not require district or school staff other than the researcher to collect data and/or prepare reports.

Researchers (employees) must complete the **Local School Research Application Form**. The employee's principal must approve and sign the **Local School Research Application Form**. A photocopy or fax (678-676-0373) of the signed/approved application form must be sent to the Department of Research, Assessments, and Grants in the Administration and Instructional Complex (AIC) for documentation and tracking. No further approval is necessary. Researchers must have the Local School Research Application Form signed by their building principal prior to making any contact with school staff, parents, or students.

Employees who plan to conduct local school action research projects that involve data collection at more than one school site or at a school site other than the school where they are employed, must apply for approval to conduct research under the RRB research procedures.