



## Research Application Form

1340 Braddock Place  
Alexandria, Virginia 22314

Telephone: 703-619-8000  
TTY: 711 (Virginia Relay)  
www.acps.k12.va.us

 @ACPSk12

 facebook.com/ACPSk12

### **Superintendent**

Dr. Gregory C. Hutchings, Jr.

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Christopher J. Lewis

Margaret Lorber

Veronica Nolan

Thank you for expressing an interest in the Alexandria City Public Schools (ACPS). You will find attached an Application to Perform Research in the ACPS.

Alexandria City Public Schools receive many more requests to perform research than can be accommodated. In order to uniformly review and to provide transparent feedback timelines for applicants, a formalized application process has been established.

### ***Research Review Criteria***

Alexandria City Public Schools recognizes the need and the important value of educational and psychological research in developing, validating, and standardizing programs and strategies in education. The school system also has a responsibility to protect students, staff, and resources from inappropriate or ill-conceived research efforts. No agency, individual, group, nor corporation shall conduct research in the ACPS without the approval of the Superintendent or his designee, the Chief Accountability Officer. Generally, the review of proposed research will encompass the following three considerations:

- 1) technical adequacy of the research;
- 2) the appropriateness of the research to the school system; and
- 3) the reasonableness of the research as to the use of staff, time, and other resources.

During the review process, priority will be given to studies that (1) address the needs of ACPS, (2) already have obtained Institutional Review Board (IRB) approval, and (3) meet advance degree thesis or dissertation requirements for graduate students who are employed by the ACPS.

### ***Research Procedures***

Research is defined as the process of careful, critical inquiry varying in method according to the nature of the identified problem. Basic research is predominantly theoretical and knowledge producing. Applied research is directed to solving problems or introducing planned change.

It is expected that most research conducted in the Alexandria City Public Schools will be of the applied type. Products of research should assist teachers, administrators, and the School Board as they work toward improving educational and operational practices.

Student and staff rights shall be protected in any research conducted in cooperation with the Alexandria City Public Schools. Parents of children who are subjects of research and staff who are asked to participate in research projects must be provided:

- 1) an explanation of procedures and their purposes;
- 2) a description of possible risks and benefits that might be reasonably expected;
- 3) an offer to respond to inquiries on procedures; and
- 4) the right to refuse to participate or to discontinue participation at any time without prejudice.

Written permission of parents shall be required when students or their records will be involved. Explanatory materials should be provided to the ACPS staff if they are to be surveyed or interviewed. All research projects within the division involving pupils, staff, the collection of personal information, or the use of materials not commonly part of the curriculum, must have prior approval of the Superintendent or his designated representative. Staff members are encouraged to organize, promote, participate in, and cooperate with approved projects.

### ***Application Process***

Along with a completed *Application to Perform Research* form, please provide the following:

- 1) your introductory chapter or extended description,
- 2) bibliography,
- 3) methodology,
- 4) all instruments that you will employ, and
- 5) any other supporting documents.

A copy of your parental permission form must also be included if students or their records are to be used in your research. Efforts which require the surveying or interviewing of ACPS staff should have explanatory materials for staff to review.

You may mail or fax your application to Clinton Page, Chief Accountability Officer, at the address and telephone number listed on the application.

### ***Application Deadlines***

Research applications are reviewed on a semi-annual basis. Applications should be submitted considering the deadlines stated below.

<b>SUBMISSION DEADLINE</b>	<b>RESEARCH STUDY AIMS TO BEGIN</b>
<b>June 30<sup>th</sup></b>	<b>September 15<sup>th</sup> or later</b>
<b>December 31<sup>st</sup></b>	<b>March 15<sup>th</sup> or later</b>

Your application will be reviewed only after all materials are received, by these deadlines. You should allow approximately four to six weeks after the submission deadline for a decision to be reached and notification mailed.

Again, thank you for your interest in the Alexandria City Public Schools.

Sincerely,

Clinton Page  
Chief Accountability Officer

Attachment

**APPLICATION TO PERFORM RESEARCH**

ALEXANDRIA CITY PUBLIC SCHOOLS  
Department of Accountability  
1340 Braddock Place, 3<sup>rd</sup> floor  
Alexandria, VA 22314  
703.619.8032 FAX: 703.619.8989

**I. Name of Primary Investigator:** \_\_\_\_\_

Position \_\_\_\_\_ Affiliation \_\_\_\_\_

Current Employee of ACPS: YES \_\_\_\_ NO \_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Names of Additional Members of Research Team

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**II. Project Title:** \_\_\_\_\_

Brief Description of Project

**III. Participant Involvement:**

	<u>Number of Subjects Needed</u>	<u>Time Requirements</u>
Students	_____	_____
Teachers	_____	_____
Administrators	_____	_____
Parents	_____	_____

Describe the involvement required of subjects. Attach any instruments (including reliability and validity information) that will be employed, and also attach your parent permission form letter, if students or their records are to be used in your research. If staff are to be surveyed or interviewed, please include your explanatory letter to them. Describe all other data requirements.

Number of persons that will visit sites in connection with proposed project \_\_\_\_\_

**IV. Project Requirements:**

Number and Type of School(s):

Elementary (K-5)	_____	Ninth Grade Center (9)	_____
Middle (6-8)	_____	Secondary (10-12)	_____
Total number of schools	_____	Total number of classrooms	_____
Grades required	_____	Other school characteristics	_____

Do you require specific schools? YES \_\_\_\_ NO \_\_\_\_

School name(s) and rationale \_\_\_\_\_

Proposed Start date of research \_\_\_\_\_

Proposed End date of research \_\_\_\_\_

Frequency of contact \_\_\_\_\_

**V. Briefly Describe Your Data Analysis Plan:**

**VI. Results:** What is the anticipated value of the research?

In general?

To the Alexandria City Public Schools?

**VII. References:** Please list references we may contact.

Are other school systems involved in this research? YES \_\_\_\_ NO \_\_\_\_

School names and contact information

Have you conducted research in other school systems? YES \_\_\_\_ NO \_\_\_\_

School names and contact information

**VIII. UPON COMPLETION OF THE RESEARCH YOU WILL BE REQUIRED TO SUBMIT TWO COPIES OF THE REPORT (OR SUMMARY).**

The documents can be expected by (date) \_\_\_\_\_

1) Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

If a graduate student, please obtain the signature of your Advisor, Professor, or Supervisor:

2) \_\_\_\_\_  
 PRINT - Name of Advisor, Professor, or Supervisor Institution

\_\_\_\_\_  
 Signature of Advisor, Professor, or Supervisor Office Telephone

FOR INTERNAL ACPS USE ONLY		
Date Application Received		
Scheduled for Review Window	December 31 <sup>st</sup>	June 30 <sup>th</sup>
Review Decision (Y / N / R)		
Date of Review Decision		
Date Study Completed		
Date Final Report Submitted to the ACPS		