



Pasco County Schools

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Office for Accountability, Research, and Measurement

Peggy Jones, Ph.D., Director

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RESEARCH APPLICATION PROCEDURES

Procedures

In reviewing research requests, we abide by certain guiding principles. First and foremost, we are concerned with the education of students in Pasco County Schools; therefore, student instructional time must be protected as much as possible. Second, students and staff members always have the right to privacy and to voluntary participation. Finally, external research studies should relate to the instructional priorities of the school district. Although proposed studies may raise interesting questions of scholarly interest, they may not always align sufficiently with district instructional priorities or methodological approaches which the district supports, and we reserve the right to decline the study on that basis.

Principals and department heads have been asked to await approval from this office before permitting the participation of staff members and/or students in research activities, including the completion of surveys. Upon submission, your application will be processed. This may take between **six and eight weeks**. You will be notified whether or not permission has been granted. Please allow sufficient time in the planning process of your study to allow us to process your application.



APPLICATION TO CONDUCT RESEARCH

Please print or type

This form **MUST** be completed and signed by Peggy Jones, Ph.D., Director from the Office for Accountability, Research, and Measurement, prior to collecting data and conducting research at the Pasco County schools.

Part I

Name:

Mailing Address:

Phone:

Fax:

Research Affiliation: (*Attach IRB approval for university request*)

Why are you conducting this study? ☐ Graduate Course ☐ Thesis ☐ Dissertation
☐ Research Interest (not a student) ☐ Other (specify)

If this is student project, complete the following:

Degree Sought:

Project Advisor:

Signature of Advisor: _____

Are you an employee of the District School Board Pasco County? Yes ☐ No ☐

If yes, what is your work location?

Signature of Principal (if the study is to be conducted in a school, in the district, and the researcher IS EMPLOYED in the district). _____

Pasco County Contact (s): This is an important aspect of your application to conduct research. These individuals are Pasco County administrative staff members responsible for content areas, schools, or locations at which the study is being carried out. These persons serve as a liaison for the project, and are selected because of their interest or expertise in the area(s) of interest. If studies are requested to be done at specific school sites, the principal(s) must be willing to serve as a contact if the application is to be approved.

Pasco Contact Signature

Pasco Location/Department

Pasco Contact Signature

Pasco Location/Department

Part II

Title of Research Project:

Primary research question(s) and purpose.

Describe or name the instrument you plan to use (if applicable). Include a copy of the survey form or instrument with your application.

Subjects required for your study:

Group	# Needed	Time Required	List schools and/or grades	Specify any other items needed
Students				
Classes				
Teachers				
Principals				
Others (specify)				

Describe the benefits to students and /or the school district.

Describe (generally) the statistical technique(s) which will be used to analyze your data.
Specify the degree to which anonymity will be maintained in reporting results.

List the major activities or phases of your study, approximate timelines for completing each phase and your expected completion date.

List any special services or resources which are required for the completion of your study (e.g., special requests for video taping or audio taping subjects).

When will the research be conducted?

Part III

Attach to this application:

- Research proposal that includes the purpose, statistical and design methodology, and benefit to the district.
- All research instruments
- IRB approval, if applicable
- A one-page letter or summary that can be shared with principals describing the tasks that will be required of teachers, students, or schools.

One (1) copy of the final report, thesis, dissertation, or study results with an executive summary must be submitted to the Office for Accountability, Research, and Measurement no later than one month after submission of the document to the sponsoring institution/agency.

Further, I understand and will abide by the laws related to protection of human subject rights and privacy. I will maintain confidentiality of all records, and I will destroy and eliminate any reference to school, district, or individual identity.

Researcher's Signature

Date

For Office Use Only

Granted: _____ Denied: _____ Date: ____/____/____

Conditions, if any _____

Signature of Peggy Jones, Ph.D., Director for Accountability, Research, & Measurement

Note to Researcher: When seeking approval at the school level, a copy of your approval letter MUST be shown to the school principal.

Return the completed application and required documentation to:

Peggy Jones, Ph.D., Director
Accountability, Research, and Measurement
District School Board Pasco County
7227 Land O' Lakes Blvd.
Land O' Lakes, FL 34638