Shelby County Schools Application Request for Data or Conducting Research in Schools
Department of Research and Performance Management

I am requesting: ☐ a data file ☐ for permission to conduct research in schools

Project Title: [   ]

Name: Prefix: [   ] First: [   ] Last: [   ]

Phone Numbers: [   ] [   ]

Email Addresses: [   ] [   ]

Shelby County Schools Employee: [   ] Yes [   ] No

Organization Affiliation
(e.g., University of Memphis, UT): [   ]

Applicant's Role at Organization
(e.g., student, professor, researcher): [   ]

If the proposed project is being conducted to fulfill a graduation or course requirement, please indicate the type:

☐ Master's Thesis ☐ Ed.S. Thesis ☐ Ed.D. Dissertation ☐ Ph.D. Dissertation

Other Requirement: [   ]

University Advisor's Name (if applicable): [   ]

University Advisor's Phone Number: [   ]

University Advisor's Email Address: [   ]

Application Questions for All Applicants

1. When do you anticipate that your study will begin or when will you need your data file?

2. When do you anticipate your study will end? **(Note that up to 40 working days may be required for the initial review of your proposal, and revisions may be required after the initial review)**

3. List your research questions.

4. What type of data sources are you planning to use? (check all that apply)

   ☐ Publicly available data ☐ Pre-existing data provided by the District

   ☐ New data that I collect as part of the project ☐ Other

5. Specifically describe the variables that you will need to conduct your analyses (e.g., gender, TCAP Achievement Reading/Language Arts scores from spring 2013).

6. Indicate the schools that will be involved in the study. Either list the schools if there are a few or describe the schools (e.g., all high schools, 10 randomly selected middle schools).

7. Describe your proposed data analyses.

8. What is your plan for disseminating results from the study? How do you plan to report results back to the participating schools and the District? Do you plan to report results to audiences other than the schools or the District?

9. Do you have approval of your study from an Institutional Review Board (attach documentation to the email with this form)? If not, explain why.

10. How will the study benefit the students of Shelby County Schools?

11. Describe any potential risks for research participants (e.g., how will you maintain the confidentiality of any data collected or used?)

**Please submit your application fee

Supplemental Questions for Applicants Requesting Permission to Conduct Research in Schools

12. Describe your participants (e.g., 2nd grade students, Instructional Facilitators, Principals, etc.)
    a. Who will be in your sample?
    b. How many people will be in your sample?
    c. How will your sample be selected?

13. Detail your research methodology. Be sure to include the following information:
    a. What will study participants be required to do? Include an estimate of the amount of time that will be required per participant (e.g., three 45 minute sessions).
    b. Describe any measurement instruments that will be used (e.g., surveys) and attach copies to the email with this form.
    c. Indicate how data will be collected and how often. Specify when participants will be involved in study activities (e.g., after school).

14. What will be required of the District and participating schools?

15. Will you provide any compensation to participants, schools, or the District for participation?

**Please submit your application fee