

## To Individuals Seeking to Conduct Research Studies in Dayton Public Schools

Thank you for your interest in conducting an external study involving Dayton Public Schools. The Assessment & Accountability Department (AAD) reviews and evaluates research requests. Research studies include surveys of students and staff, observations conducted in schools, analyses of existing school or student data, and pilot testing assessment instruments or rating scales. Individuals seeking to conduct an external research study using data from Dayton Public Schools must submit the following:

- Two completed copies of the application form ([PDF/Electronic Format](#))
- One copy of the Institutional Review Board (IRB) Authorization Letter (This document must be supplied for activities sponsored by or affiliated with universities or colleges. Please refer to the National Research Act of 1974, The Family Educational Rights and Privacy Act of 1974, COMAR 13A.08.02, Standards for Program Evaluation, Standards for Educational and Psychological Assessment, and other pertinent laws, regulations, and publications to ascertain human subjects' protection and confidentiality rights related to student records.)
- Two copies of the Research Proposal and appropriate attachments.

**Emailed to:** Melinda Clark ([mdclark@daytonpublic.com](mailto:mdclark@daytonpublic.com)) and cc: Connor Walthour ([conwaltho@daytonpublic.com](mailto:conwaltho@daytonpublic.com))

**Or mailed to:** Assessment & Accountability Department  
Dayton Public Schools  
136 South Ludlow Street  
Dayton, Ohio 45402

Subsequent to completion and submission of these documents, the AAD reviews the validity and utility of the research proposal and determines if it is solid in terms of designs, measurement, and analysis. AAD also considers whether the project aligns with Dayton Public Schools' goals and objectives or if it imposes any intrusiveness that may outweigh its potential benefit. Applicants are notified within a month of the committee's decision.

Approval by AAD is contingent upon approval of executive directors, directors, principals, teachers, students, and completion of informed consent forms by parents, as appropriate. The approval of the study does not constitute an endorsement of the study, and such language should not be included in the final reports.

### Salient points

AAD has a mission to support research from district staff members who pursue advanced degrees, and from federally- or state-mandated studies. All other studies are approved depending on interest and capacity to support them.

The principal investigator must provide appropriate assurance guaranteeing the confidentiality of data. This includes sequestering identifying information in an encrypted file available only to appropriate staff, publishing data only in the aggregate, and destroying all identifying data files on completion of the study. Unless prior written consent obtained from parent or eligible student allowing disclosure of personally identifiable information to any party during the course of the research, all information is to remain confidential. A copy of such consent must be furnished AAD.

Include a statement on any written instrument prior to any interview for data gathering advising every study participant of his/her right to refuse to answer any question either written or oral.

Any statistical reports must display the following disclaimer: ***“Statistics reported were prepared especially for this study and may not agree with other published statistics.”***

All individuals who serve as members of the research team (e.g., applicant assistants, collaborators) and are not currently employed by DPS but may have contact with students must complete the fingerprinting and background check required by the district/state.

The disruption of the school's routine by the study must be kept to a minimum and avoid any day in which standardized or district tests are administered.

Permission for research studies is for one year unless otherwise noted in the approval letter. Data collected is to be used solely for the purpose stated in the research application. Upon completion of the project, the Assessment & Accountability Department should be provided a copy of the results. This report will be filed and made available to personnel upon request.

# OUTSIDE RESEARCH EVALUATION APPLICATION AND APPROVAL FORM

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
 Email \_\_\_\_\_ Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Sponsor/Committee Chair \_\_\_\_\_  
 University/Organization \_\_\_\_\_

\_\_\_\_\_  
 Signature of Student Advisor/Chair certifying that the proposal is acceptable (if applicable)

Title of the Research/Project \_\_\_\_\_

Purpose of the research (reason for conducting research e.g., dissertation, grant, & etc.) and how it aligns to the district's strategic plan ([www.dps.k12.oh.us](http://www.dps.k12.oh.us))

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Actual Research: Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_  
 Sample Number \_\_\_\_\_ Research Design \_\_\_\_\_  
 Tasks and Time Required of Students \_\_\_\_\_  
 Tasks and Time Required of Teachers \_\_\_\_\_  
 Tasks and Time Required of Administrators \_\_\_\_\_

### Include a copy of the evaluation instrument

*To be completed by the AAD*

Request #	
Date Application Received	
Date of Review	
Date of Final Decision	

Approved

Approved with Attached Conditions

Not Approved

\_\_\_\_\_  
 Program Evaluator

\_\_\_\_\_  
 Executive Director, Data & Technology