

# **SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES**

## **RESEARCH COMMITTEE PROPOSAL GUIDELINES**

All research study proposals involving students in our district must be submitted to the Research Committee for approval. Please submit proposals at least **20 weeks** prior to the time the study will be conducted. **The district window is 12 weeks; however, the during district and statewide test administration window, and during the summer, proposals are not reviewed.** The Research Committee consists of a chair and two other members from the District. Each committee member independently reviews research proposals with the following criteria in mind:

- The proposed study's potential benefit to the District
- The soundness of the proposed study's research design
- The amount of time required of participants
- The number of participants required
- The matter of whether participants should be compensated
- The legal, physical or psychological risks the subjects are exposed to
- The extent to which the participants will be informed about the study

All participation in research studies is voluntary. **Schools, principals, teachers and students who do not wish to participate have the right to refuse.** No research may be conducted during statewide testing or during other times as specified by the Research Committee (dates vary from year to year). Research studies that include contact with students are required to provide a background check, and a TB test less than one-year-old for all parties involved in the study. Informed parental consent is required for all studies involving our students. Parents of students asked to participate in research studies should be informed of the following:

1. the project's purpose;
2. how the student was selected;
3. the procedure to be followed, including an easily understood, precise description of the child's involvement;
4. anticipated benefits for general knowledge, the student, and the District;
5. possible physical, psychological, legal, or other risk;
6. whether students will be personally identifiable and to whom;
7. to whom results will be available and for what purpose;
8. participants' or parents' right to inspect materials before consenting and to withdraw consent at any time;
9. the person to whom inquiries should be addressed before, during, and after the project;
10. that the school is neither conducting nor sponsoring the project, if that is the case; and
11. the lack of adverse consequences of failure to participate.

**Informed consent forms must also contain the following sentences:**

- "I do not wish (my child) to participate" option on the form.
- The school district is neither sponsoring nor conducting this research.
- There is no penalty for not participating.
- Participants may withdraw from the study at any time without penalty.

**Research proposals must contain the following:**

- Purpose and basis of the study
- Procedures that will be used in the District:
  - Data collection schedule
  - Impact on instructional time at the schools, if any
  - Selection method for participants/schools
  - What participants will be asked to do
  - Potential risks and benefits to the participants
  - Informed consent form
  - Written materials participants receive (e.g., surveys)
- Type of data collected and general overview of how the data is to be used and/or analyzed
- Researcher's contact information (i.e., daytime phone number, fax number, e-mail address)

Students working on their thesis/dissertation must submit a summary of their thesis/dissertation proposal, an approval letter from their ethics committee, and a letter of support from their research advisor. The summary must contain sufficient details regarding the procedures that will be used in the District. The original thesis/dissertation proposal may also be submitted to the Committee as an appendix.

**All proposals MUST be submitted via email to [LZachary@lexrich5.org](mailto:LZachary@lexrich5.org) in Microsoft Word or PDF format.** If you need further assistance, please contact [LZachary@lexrich5.org](mailto:LZachary@lexrich5.org).