

APPLICATION PROCESS/CRITERIA FOR RESEARCH PROJECTS AND DATA COLLECTION LONGVIEW INDEPENDENT SCHOOL DISTRICT

“The history of liberty has largely been the observance of procedural safeguards.”

Felix Frankfurter

Longview ISD is interested in participating in quality research projects aligned with district goals. All projects submitted will be considered, however, only projects of value to the district that meet the predetermined criteria will be approved.

All requests for permission to perform research projects within LISD are to be submitted to the Assistant Superintendent of Administrative and Pupil Services utilizing the enclosed application. Final approval will be determined by the Superintendent. Requests must include the described information and meet the criteria for approval. Allow a minimum of 30 days for approval.

The Assistant Superintendent for Administrative and Pupil Services will review the application, consulting with legal counsel if necessary. The department and/or campus that the project involves may be consulted depending on the type of research proposed. The application may be approved or denied. In some instances additional information from the investigator may be requested before a decision can be made.

CRITERIA FOR APPROVED STUDIES

Documentation

A completed Longview ISD Research Application

A copy of the research proposal

Proof of all university approvals on the application, if applicable

Human subjects' approval, if applicable

A copy of all instruments (tests, questionnaires, interviews, etc.), their source, date of publication, and information on validity and reliability.

A copy of any letters to parents, teachers, administrators, and students (letters of consent, cover letters for study, etc.)

Informed consent letters must consist of:

- Purpose of the research and how the findings will be used.
- What the subject's participation will involve by way of procedures, time, etc.

- Possible benefits for the subject, district or others
- Statement of risk
- Statement of confidentiality
- Statement indicating that the subject is free to withdraw from the research at any time without penalty.

Study

Quality research design

Clear detailed explanation of the study

The study must benefit Longview ISD

The study does not seriously interrupt the regular school program and makes no undue demand upon the time of student, teachers, administrators, or other district personnel.

Conducting the study requires no cost to Longview ISD. The investigator will be responsible for any cost attributed to conducting the study.

Confidentiality of Information

The study must not violate the Family Educational Rights and Privacy Act of 1974. Any study involving students requires written consent of the parent or guardian. Any study involving access of employee records must be voluntary and requires written consent of the employee.

The Longview Independent School District name remains anonymous in the study.

The study makes provisions for protecting the confidentiality of personnel data concerning pupils and employees.

Community Standards

The study is not offensive to the values and standards of the school community, or any racial or ethnic group and does not inquire in an obtrusive manner into religion, gender, home or family life.

Results

Approval of the application commits the researcher to supply Longview ISD with results of the study along with any signed consent forms.

Longview Independent School Districts reserves the right to terminate any research study/activity in progress at its discretion.