

Guidelines for External Proposals to Conduct Research in the Millard Public Schools

1. Requests to conduct research in the Millard Public Schools will follow Board of Education Policy 6900 and accompanying Rule 6900.1 guidelines. Requests must be submitted in writing to the Director of Assessment, Research and Evaluation. All requests should be submitted at least one month prior to the study initiation date in the Millard Public Schools.
2. The written request must include:
 - a. A cover letter that summarizes the request. The cover letter must contain the name, address, telephone number, agency affiliation (if there is one), and signature of the primary investigator.
 - b. A brief description of the study that addresses the objectives of the research, rationale upon which the research is based, a summary of the procedures, and timelines to be followed. The description may be included in the cover letter or may be attached.
 - c. Detailed information about what would be expected of the Millard Public Schools if they participate in the research. The information must include estimates of the number of schools, administrators, teachers and students to be involved; what demographic information will be requested, how the participants will be selected; what activities will be required; how much time these activities will take; and when these activities will take place. This information may be included in the cover letter or it may be attached.
 - d. Copies of all data collection instruments, interview questions, and parental/guardian/participant consent forms to be used. If the research involves the use of other materials with students, these materials must be described and be available for review.
3. Active/Positive parent/guardian consent will be required for student questionnaires, opinionnaires, surveys, interviews and other assessments which include one or more questions regarding, or which may reveal information concerning:
 - a. political affiliation or beliefs of the student or the student's parent;
 - b. mental and psychological problems potentially embarrassing to the student or the student's family;
 - c. sex behavior and attitudes;
 - d. illegal, anti-social, self incriminating or demeaning behavior;
 - e. critical appraisals of other individuals with whom the student has close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations or beliefs of the student or the student's parent; or
 - h. income.

The consent form shall give parents and students notice of their right to not participate in such surveys and the right to withdraw at any time during the study without penalty.

4. The primary investigator must make data collection instruments available for review by parents/guardians of students involved in the research prior to the administration of those data collection instruments. The data collection instruments must also be available for review for a reasonable period of time following the administration of those instruments.
5. The primary investigator will be notified in writing as to whether or not the request has been approved.
 - a. If the request is approved, the primary investigator may proceed with the study.
 - i. A formal Memorandum of Understanding will be agreed upon between Millard Public Schools and the primary researcher.

- ii. Participation by schools and individual teachers in approved studies is voluntary. Schools and teachers may ask to see the letter of approval before agreeing to participate
 - b. If the request is not approved, the primary investigator may revise and resubmit the request or may appeal the decision. Appeals must be submitted in writing to the Director of Assessment, Research and Evaluation who will convene the Research Review Committee to review the appeal. The committee has the option of either approving or declining the request.
6. Reasons for **declining** or **need for revision** of a research proposal include, without limitation, the following:
- a. Arrangements for obtaining consent of parents/guardians, if necessary, are either missing or judged not adequate to insure informed consent.
 - b. Too much instructional time is required.
 - c. Too much teacher, administrator, or office time is required.
 - d. The research includes a student activity or data collection that is not developmentally appropriate or that may put a student at-risk.
 - e. The research includes a student activity or data collection that conflicts with the curriculum and instructional plan for the Millard Public Schools.
 - f. Procedures to insure the confidentiality of responses are either missing or inadequate.
 - g. The research conflicts or interferes with a district data collection effort or an external research project that has previously been approved.
 - h. The content of the research is either objectionable or is judged not appropriate for a school setting.
 - i. The investigator has failed to meet his or her obligations to the district in a previous study.
 - j. The proposed research activities are scheduled for either the first or last month of the school year. Only under exceptional circumstances will studies be approved for the first or last month of the school year.
 - k. The request was received too late in the school year or without enough lead time to reasonably allow for a review before the study was to begin
 - l. MPS cited information is inaccurate or not up-to-date.
 - m. MPS anonymity (in certain published documents) is not maintained.
 - n. MPS policies are not accurately noted or cited.
 - o. Proposed research is controversial or shows signs of leading toward a pre-conceived belief.
 - p. Interview situations with students do not define procedures including a plan to have at least one other person present at the interview.
 - q. Protection of student anonymity and security of documentation is not clearly defined.
7. Priority will be given to research that is of interest to Millard Public Schools staff or that has direct application for the improvement of education practices.
8. Upon completion of the study, the primary investigator shall provide the Director of Assessment, Research and Evaluation with a summary of findings and, if applicable, a complete report of procedures and findings.
9. Upon completion of the study, the primary investigator shall destroy any and all records that contain personally identifiable information.
10. The primary investigator shall provide the Director of Assessment, Research and Evaluation with advance copies of all articles and all presentations at national or regional conferences based on research either conducted exclusively in the district or in which the district is identified.
11. The district may require reimbursement for the costs associated with compiling information and data for external research. The costs can include, without limitation, staff time, computer time and materials.