

PORT TOWNSEND SCHOOL DISTRICT

Request to Conduct Academic Research

Applicant Name _____ Date _____

Applicant Address _____ Phone _____

Affiliation and Title _____

If student applicant:

Faculty Supervisor Name _____

Faculty Phone Number _____

Faculty Signature _____

University _____

Proposed Research Title/Topic _____

Desired Start Date _____ End Date _____

Ultimate Purpose of Project (thesis, publication, etc.)

Brief Description of Project:

Anticipated contribution to education practice or theory:

Anticipated contribution to the Port Townsend School District:

Anticipated contribution from the Port Townsend School District (explain in Summary of Proposed Research):

	# Individuals	Hours/Individual	Total Hours
Administrators			
Instructional Staff			
Support Staff			
Students: a. Instructional Time b. Non-Instructional Time			

Attach a Summary of Proposed Research using the format described.

PORT TOWNSEND SCHOOL DISTRICT
Research Contract

All steps listed below must be followed by anyone (including employees) conducting research in the Port Townsend School District.

1. Approved research proposals are regarded as contracts with the Port Townsend School District. Any deviations from procedures described in the approved proposal must be approved by the Port Townsend Superintendent or designee. Unapproved procedural changes will result in termination of all access for further investigation.
2. A Port Townsend School District certificated employee must supervise all activities involving a non-district person with students.
3. Written parental/guardian consent must be secured prior to pupil participation or review of student records, and explicit staff consent must be secured prior to staff participation in all research conducted in the Port Townsend School District by outside researchers or by employees conducting research for personal reasons (e.g., degree requirements).
4. Investigators must, upon request, meet with interested staff, parents, community members, and/or student groups to explain the purpose, methods, and possible implications of the proposed activities.
5. All consent forms and formal correspondence with families, students, and staff must be on Port Townsend School District letterhead and must be co-signed by the Port Townsend School District Superintendent or designee.
6. Upon completion of the study, the investigator(s) must submit a written report to the Port Townsend Superintendent which follows the Port Townsend School District format.
7. All data, data collection instruments, reports, publications, and results related to this study will be available to the district without charge, unless otherwise agreed upon in writing.
8. No research activities may be conducted in the schools prior to formal approval by the Superintendent of the Port Townsend School District.

I, the undersigned, agree to abide by the above regulations and agree to conduct the research according to my written proposal without deviations unless agreed upon in writing in advance by the Port Townsend School District Superintendent.

Proposer of Research

Date

PORT TOWNSEND SCHOOL DISTRICT
Ethical Principles for Research

The following principles must be followed by anyone (including employees) conducting research in the Port Townsend School District:

1. The investigator is responsible for seeing that he/she and his/her collaborators and/or assistants treat the research participants fairly and ethically.
2. The study must not invade the privacy of students and their families, or district employees and their families.
3. Schools, students, and staff cannot be identified by name or any other identifying manner in any reports or publications, unless otherwise agreed upon in writing.
4. The investigator must make full disclosure to and answer all questions of participants regarding features of the research that might affect their willingness to participate.
5. When the validity of a study necessitates concealment or deception, the researcher must make clear to the participants the reasons for such action prior to the commencement of the research.
6. The investigator must respect the right of families, students, and staff to decline participation and to discontinue participation at any time. Participants must be informed of this right prior to the commencement of the research.
7. The investigator must make clear to the participant, from the outset, both the investigator's and participant's responsibilities. Commitments made at this time must be honored.
8. The investigator must protect participants from physical and mental discomfort, harm, or danger, and other undesirable consequences.
9. After the data are collected, the investigator must provide participants with full clarification of the study and remove any incipient misconceptions.
10. The investigator must treat information obtained about research participants as confidential. If others have access to such information, the investigator must, before undertaking the research, explain this possibility and his/her plans to continue to protect confidentiality.

I, the undersigned, agree to adhere to all of the above principles.

Proposer of Research

Date

PORT TOWNSEND SCHOOL DISTRICT

Final Research Report Format

The final research report should be written using the following format. General space recommendations are included for each element. APA (American Psychological Association) format should be followed.

1. Name and affiliations of investigator(s)
2. Title of project
3. Statement of the problem (one page)
4. Research hypotheses, questions, or objectives (1/2 page)
5. Methods (two pages), including:
 - Population and sample
 - Design and procedures
6. Results (three pages)
 - Data reduction and analysis methods
 - Results
7. Discussion and implications (three pages)
8. Tables and figures, as necessary
9. References

All research conducted in the Port Townsend School District requires a final written report to the Port Townsend School District Superintendent using the format listed above.

I, the undersigned, agree to have a written report delivered to the Port Townsend School District Superintendent by _____.
(date)

 Proposer of Research

 (date)