



Thank you for your interest in conducting research in the Forest Grove School District. Forest Grove School District appreciates the role of research in contributing to quality educational programming and advancing the wellbeing of students. Priority is given to research that will provide the most educational benefit to staff and students, while causing minimal disruption to the educational environment. School board policy IFA states that all research requests must be reviewed and receive approval prior to proceeding.

To be considered for approval, please submit:

- ☐ A brief cover letter stating your desire to conduct research that includes:
 - ☐ Scope and significance of the study
 - ☐ Proposed timeline
 - ☐ Proposed participants (populations, school, age, grade level, etc)
 - ☐ Time commitments/demands required of students, staff, and parents
 - ☐ Funding documentation (if the project is being grant funded, name and focus of the grant)
- ☐ Current Curriculum Vitae (CV) with contact information
- ☐ If proposing survey research, a copy of the survey
- ☐ Copy of the Institutional Review Board (IRB) protocol indicating approval of your study. Please send the full application that was submitted including all assessment instruments, protocols, and consent forms used for the study (consent forms must be available in all appropriate languages for participants)
- ☐ Signed copy of Guidelines for Conducting Research in Forest Grove School District

The research review committee will review submitted materials and a letter informing the applicant of approval or rejection will follow via email within one month of receiving the application. Final agreement to participate, if approved by the research review committee, rests with individual FGSD students, parents, staff, and administrators.

All materials must be submitted in writing via email to:

Bethany Magnuson
Executive Assistant to the Superintendent
bmagnuson@fgsd.k12.or.us

1728 MAIN ST, FOREST GROVE, OR 97116 • PH: 503-357-6171 • FAX: 503-359-2520



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Research Review Committee:

Dr. Suzanne West, Superintendent

Cassie Kenney EdD, Behavioral Health and Wellness Coordinator

Kim Shearer EdD, Director of Student Services

Arturo Lomeli, Assistant Superintendent

Any other relevant parties/subjects that would be involved in the proposed research.

Guidelines for Conducting Research in Forest Grove School District

All proposals to conduct research in the Forest Grove School District must first be reviewed and approved by our research review committee. They must also comply with the following guidelines:

- Research activities, including surveys and soliciting students within FGSD for research off school grounds, may not be initiated without written approval from FGSD.
- All research projects must comply with federal and state laws.
- Staff, parent, and student participation is voluntary. Approval does not guarantee participation.
- Confidentiality of student data is the priority to protect all participants involved. All data collected or reported must be securely stored and non-personally identifiable.
- No version of any reports or publications can identify the district or research subjects without written permission from the superintendent of FGSD.
- Any changes to the original research proposal must be submitted in writing to the research review committee and receive approval.
- Any complaints from parents, subjects, or district staff will be investigated and could lead to retraction of permission to continue research.
- A final report of research and findings must be submitted to:
Bethany Magnuson
Executive Assistant to the Superintendent
bmagnuson@fgsd.k12.or.us

I have read and agree to comply with the above guidelines.

Signature

Date

Print Name



