

**Application Procedures to Conduct Research
Within the Dysart Unified School District
Frequently Asked Questions**

What are the Requirements to Conduct Research in Dysart Unified School District?

In order to conduct research in the Dysart Unified School District, the following requirements must be met:

- Submit the Application to Conduct External Research to the Director, Dysart Unified School District Office of Research and Achievement, 15802 N Parkview Pl, Surprise, AZ 85374.
- Receive written notification of approval from the District Director of Research and Achievement.
- Upon Approval, provide written notification to all study participants indicating the purpose, procedures, outcomes of the study, and a declaration of voluntary participation.
- Provide copies of signed parents/guardian, and applicable student consent forms to the Director of Research and Achievement for every person under the age of 18 participating in the study.
- Other notifications of compliance as required by the District.

What is the Research Application Process?

- Make initial contact with the District Department of Research and Achievement to obtain an application to conduct external research.
- Complete and sign the Application to Conduct Research within the Dysart Unified School District cover sheet and attach the study's documentation following the outline presented under Research Application Format including all required attachments.
- Read, sign and submit your application with the following declarations:
 - General Understandings, Stipulations and Conditions for Application form
 - Data Confidentiality Form
 - *Affidavit of Review and Understanding of the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, National Institutes of Health, Office for Protection From Research Risks, Part 46, Protection of Human Subjects and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98)*
- Submit all materials to the Director, Dysart Department of Research and Achievement, 15802 N Parkview Pl, Surprise AZ 85374.
- The Director, Dysart Department of Research and Achievement will review the application for completeness. If omissions are found, notification will be made to the applicant. Once the application is determined to be complete it will be forwarded to the reviewers for official recommendation and submission to the Superintendent.

What is the Timeline for Submitting a Research Request?

- Submit all materials to the Department of Research and Achievement at least four weeks prior to the proposed start date.
- Applications to conduct research that involve student-participant data collections and/or disruptions to the instructional environment that are to take place in the spring of the current academic year within six weeks of the first day of the state-administered assessment will generally not be accepted.

What Are the Requirements for Conducting Student Interviews?

- If students are participating in the study, no data collection activity of any kind may take place until:

- o The research request has been approved by the District Superintendent.
- o A complete inventory of all parent/guardian consent forms are submitted to the Director, Department of Research and Achievement. No enrolled student may participate in the study until a signed parent/guardian consent form is on file as described above.
- Confidentiality of participants must be maintained throughout the study and with publication of the results.
- All data associated with individuals (staff, students or parents) participating in the study MUST be destroyed at the conclusion of the study. Personally identifiable information may not be retained by the researcher after completion of the study.
- Individuals conducting research must abide by the standards of professional conduct at all times.
- The researcher must abide by any and all conditions imposed by Dysart Unified School District.
- Data collection activities which require direct interviews/discussions with students MUST be done in the presence of at least one of the student's Principal, Assistant Principal, or a representative explicitly authorized by the Principal as their representative.
- Lines of questioning or discussions concerning student home life, parent/guardian attitudes or behaviors, are generally not permitted.
- All interview questions or discussion topics must be submitted as part of the application process. No significant deviation from the previously identified topics/questions is permitted without prior authorization from the Director, Dysart Department of Research and Achievement.

What happens after the study is completed?

- Copies for final reports and associated publications must be sent to the Director, Department of Research and Achievement.
- All data associated with individuals (staff, students or parents) participating in the study are destroyed and notification is sent to the District to this effect.