

Research Proposal Submission Guide

Starting November 2018, the Research Review Committee will accept research proposals only through an online application. Please prepare the following information and documents and have them ready before you start filling out the online form so you are ready to enter the information or upload supporting documents when prompted.

Your application will be saved on your browser with a cookie. If you've enabled cookies and have not cleared the browser cache, you can come back to your application on the same computer and browser at a later time. We recommend that you prepare all documents ahead of time and complete the application in one sitting. The application will be submitted only when you hit the SUBMIT button at the end of the form.

Information you will be required to enter in the online form:

- Name and Contact Information for Researcher(s)/Primary Investigator(s)
- Title of Study
- Proposed start and end dates of the study
- Names of schools involved in the project (if applicable)
- Names of any District divisions, offices or personnel who are involved in the project
- For academic studies including dissertations and national surveys: Area of research (e.g. Literacy, career readiness, student health, teacher effectiveness, etc.)
- For Program Evaluations: Name of Program (see Note 1 below)
- For Progress Monitoring and Grant Mandated Reporting: Name of funder and grant
- Description of administrative data that you intend to request. Please be as specific as possible including time periods, level of aggregation, or subgroups (see Note 2 below).

NOTES:

1. The RRC requires that all Program Evaluations be conducted by a third party evaluator. Progress Monitoring and Grant Mandated Reporting may be approved to be conducted by the program operator but must still be approved through the RRC. **RRC will not approve proposals for Program Evaluation from programs seeking to evaluate themselves.**
2. The School District of Philadelphia makes many data points publicly available at the school and grade level. Before requesting data, please check the following websites to make sure the data you need are not already publicly available.
 - philasd.org/research/#opendata
 - schoolprofiles.philasd.org
 - dashboards.philasd.org/extensions/district-wide-surveys/index.html

Document Checklist:

All applicants will need to upload the following primary documents in a single zip file.

Please include documents in this order. For instructions for how to make a zip file, visit:

[wikihow.com/Make-a-Zip-File](http://www.wikihow.com/Make-a-Zip-File)

1. Structured Abstract
2. A complete proposal that includes the following sections:
 - a. Project title
 - b. Background/Study rationale
 - c. Research questions
 - d. Methodology
 - e. Logic model and evaluation plan (for programs)
 - f. Benefit of study to participants and to the District
 - g. Burden of participating in study on participants and on the District
 - h. Compliance with federal regulations
 - i. Plan for dissemination of findings
 - j. Reference list
3. Support Letters (if available)
4. Image of the Money Order

In addition, *all applicants who will carry out any Human Subjects research* will need to upload the following supporting documents, preferably combined as one PDF, in a single zip file.

Please include documents in this order. For instructions, visit: [wikihow.com/Make-a-Zip-File](http://www.wikihow.com/Make-a-Zip-File)

1. Recruitment method and associated scripts
2. Consent and assent forms
3. Protocols (for interviews, focus groups, observations)
4. Instruments (for surveys and assessments)
5. Letter of IRB approval or exemption
6. Clearances (PA Criminal Background, PA Child Abuse, FBI fingerprint background)

Applicants whose research does not involve contact with Human subjects but consists secondary analysis of *individual level* (identified or de-identified) administrative data will need to upload the following:

1. Letter of IRB approval or exemption