Research Project Request Procedures

Office of Research, Evaluation & Accountability

1. Complete the attached Application to Conduct Research and Assurances Form. Your completed application should be no longer than 2 pages, with the Assurances Form as an additional attachment.
2. Review the attached Osceola County Guidelines for Research Projects/Factors for

Determining Technical Merit.

1. Send complete packet to:

Office of Research, Evaluation & Accountability

The School District of Osceola County

817 Bill Beck Boulevard

Kissimmee, FL 34744

Do not take any further action until you have received a written response from the Office of Research, Evaluation & Accountability. If your study is approved, you must contact the principal(s) of the school(s) listed on your application, present them with copies of your Application Form, and secure their signatures for approval. Approval of your study at the district level does not obligate principals to participate in the proposed research.

Briefly respond to each of the following.

Name of Applicant:

Title of research project:

Date of Submission:

Home Address:

E-mail address:

University:

Faculty Sponsor/Phone:

E-mail address:

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| --- |
| 1. Purpose of the project (thesis, dissertation, grant): |
| 2. Hypotheses of study: |
| 3. University/agency with which applicant is affiliated: |
| 1. Anticipated start date:   Anticipated completion date:  Anticipated date of submitting research findings: |
| 1. Osceola County schools which will be involved: |
| 1. Briefly summarize your research design. Include instruments to be utilized and sources of data dependent on school/district records: |
| 7. Does this research project involve human subjects? Yes [ ] No [ ] |

**Assurances Form**

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| --- |
| I understand that I am requesting permission to engage in a research Project, and I am not requesting information pursuant to Open Records Legislation. If my research project requires participation with students, I understand that I may be subject to the appropriate School Board policy regarding background investigations, as well as any applicable costs associated. Additionally, if my request is granted, I agree to abide  by all policies, rules and regulations of the District, including written parent permission prior to the implementation of my project.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  Researcher Date  I have read the procedures for Research Projects in the Osceola County Public School System and understand that supervision of this project and responsibility for an outcome report rests with me. I also understand that the privileges of conducting future studies in the Osceola County Public School System is conditioned upon the  fulfillment of such obligations.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Sponsor/Advisor of Research Project Date  (signature required for student research) |

Approval of Office of Research, Evaluation & Accountability\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\*Approval of the study at the district level does not obligate principals to participate in the proposed research.

Approval of Principal\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\*The principal’s signature suggests that the research project has been reviewed and that the school will participate, subject to the researcher’s compliance with District policies.

**Guidelines for Research Projects/Factors for Determining Technical Merit**

Guidelines for Research Projects

All research in the School District of Osceola County shall conform to the following guidelines:

1. Will only involve conditions that have significance for the improvement of education in Osceola County.

2. Will not involve a burdensome expenditure of time, effort, or money for the School District of Osceola County.

3. Will be appropriate for the age level(s) of the target population.

4. Will be carried out with a high degree of professionalism.

5. Will not significantly interfere with the daily routine of conducting classes or with the administration of the school.

6. Will not deal with content that might be considered inconsistent with the purpose of the school district.

7. Will protect the confidentiality of all participants and schools.

*Factors for Determining Technical Merit*

The Office of Research, Evaluation & Accountability when evaluating the technical merit of research proposals considers the following factors:

1. Clarity of problem/questions/hypothesis

2. Feasibility of investigating the problem

3. Procedures for collecting data/sampling methods

4. Quality of the data gathering instruments (reliability/validity)

5. Appropriateness of experimental/quasi-experimental design/statistical

techniques used to analyze the data

6. Limitations of the study