1. **PREPARING A REQUEST FOR PERMISSION TO CONDUCT RESEARCH**

All requests for permission to conduct research in the District should consist of a three- to four-page outline that addresses the required areas below.

1. Title of the study
2. **Contact Information for each Researcher:**
	1. Name, title, position in the project, email address, mailing address, telephone number, and institution representing.
	2. For a graduate dissertation or thesis, also include the information and signature of the student’s Advisor.
3. **The district sponsor(s):**
	1. Name, position, title, district email address, and department(s) represented.
	2. The normal authority chain above that person
4. **Primary purpose of research**
	1. For example: graduate dissertation/thesis, individual research, class project, publication, test normalization/development, commercial product development, audit or evaluation of government-funded program, formative program evaluation for continuous improvement
	2. List any funding agencies or sponsoring institutions associated with the project.
	3. If there are possible or perceived conflicts of interest due to the involvement of a funding agency, district sponsor, or another stakeholder, this is the place to discuss them.​​​​​​​
5. **Alignment with District’s strategic plan**
	1. How does the study will align with the District’s strategic plan and the District’s core initiatives
	2. Reasons for conducting the study in the District, with justification of the motivation for conducting research in the District and the necessity of using District personnel or students;
	3. Relevance to the District; (e.g., subsequent use of results and benefits to the District);
6. **Theoretical basis of study with research questions**

A brief overview of the framework of concepts, principles, and existing knowledge that provides a foundation for your research. Followed by the research questions you aim to answer through your study.

1. **Type(s) of research proposed** (e.g., participatory action research, qualitative, quantitative, experimental, or quasi-experimental, etc.);

The type of research proposed tie into the research questions, the goals of the study, and the available resources. The response will be used to examine resource allocation and feasibility with the district.

1. **Contribution of study to research**

External research proposals must demonstrate evident and direct educational advantages to the district, prioritizing local impact over broader educational contexts. These proposals should be designed to minimize any disturbance to the learning process, underscore a well-structured research methodology, and adhere to stringent privacy regulations. The anticipated gains for the Houston Independent School District (HISD) should unmistakably justify the allocation of resources, particularly staff and student time. Considerable preference will be granted to research initiatives that closely align with the strategic plan of the district.

1. **Sampling identifying, design, and rationale**
	1. Include the number and type of schools, names of schools, number and type of students or staff members
	2. Include the amount of time required by HISD students or staff for participation in study
2. **Recruitment and consenting procedures, including:**
	1. Consent form(s) [NYC IRB sample [at URL](https://infohub.nyced.org/docs/default-source/default-document-library/updated_sample-data-release-consent-form.pdf)]
	2. Any proposed compensation or reward for participants
	3. Standard campus recruiting letter for Principal
	4. Process for consent forms to be returned to the researcher
	5. **Note:**Principals and other HISD staff may not assist researchers in identifying, recruiting, or consenting school staff, classrooms, parents or students for participation in research studies.
3. **Methodological procedures, including:**
	1. Instruments to be used,
	2. Methods of maintaining confidentiality,
	3. Data to be collected by research team,
	4. Data elements existing in District records that will be requested by researcher,
	5. Timeframe(s) for collecting primary data and for requesting administrative data,
	6. **NOTE:**Except for classroom observations, research should not be conducted during instructional time and research activities should be scheduled in collaboration with the principal and participants.
4. **Data cleaning/validation and analysis procedure, including:**
	1. Technology to be used for secure storage of data while at rest or in motion
	2. Process for matching records between consent forms and district administrative records for consented study participants while maximizing participant privacy
5. **Procedures for the retention or disposal of sensitive data**, including a data management plan
	1. For support, see <https://ldbase.org/resources/templates/data-management-plan>
	2. Any researcher requesting individual-level student data must comply with the guidelines in FL and FL3(REGULATION)]
	3. Any researcher planning on employing one of the established FERPA exception categories to access or collect individual-level data must include the date and method by which all related PII is destroyed or deleted
	4. Any researcher planning on redisclosure to outside researchers or on publishing project files to an open data repository (such as IES) must identify the specific language in their consent form(s) that allows for these practices. For support, see <https://ldbase.org/resources/templates/informed-consent-language>
6. Target date for submission of final report to the District.