

- OBJECTIVE
1. The objective of a formal protocol for requesting permission to conduct research in the District is to conform to District practice and to set forth guidelines for individuals requesting permission to conduct research in District. Any study that involves data collection through observations, interviews, surveys, tests, and the like, from students and personnel in Houston public schools is defined as “research” and is subject to District practice and the following procedures. This includes District employees who are collecting data and testing students, not as part of their regularly assigned administrative or instructional duties.
- DISTRICT PRACTICE
2. These guidelines seek to balance the need for advancement through research with the need for uninterrupted instructional activities for maximal student learning. In addition, by requiring an approval process, this administrative regulation acts to ensure the protection of staff and student rights. Researchers should be aware that permission to conduct research is a multistep process, and permission to conduct research in the District does not guarantee any school’s willingness to participate. In all instances, the principal of a school will have the authority to make the final decision regarding participation. However, initial permission may be granted only through Research and Accountability. See references (b) and (f).
- PREPARING A REQUEST FOR PERMISSION TO CONDUCT RESEARCH
3. All requests for permission to conduct research in the District should consist of a three- to four-page outline that addresses each of the following required areas:
- Title of the study;
 - Name, position, title, address, telephone number, and institution represented for each researcher;
 - For a graduate dissertation/thesis, signature of the student’s major advisor;
 - Purpose of research (e.g., graduate dissertation/thesis, individual research, class project, publication, test normalization/development, commercial product development, other);
 - How the study will align with the District’s strategic plan and the District’s core initiatives of an effective teacher in every classroom, an effective principal in every school, rigorous instructional standards and supports, data driven accountability, and culture of trust through action;
 - Theoretical basis of study with research questions and hypotheses;

- Type of research (qualitative, quantitative, experimental, or quasi-experimental);
- Contribution of study to research in education;
- Sampling design and rationale (e.g., number and type of schools, names of schools, number and type of students or staff members, and amount of time required for completion of study);
- 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;
- Relevance to the District; (e.g., subsequent use of results and benefits to the District);
- Methodological procedures, including instruments to be used, data to be collected and by whom, time frame for collecting data, raw data already existing in District records, methods of maintaining confidentiality, and consent form;
- Data analysis procedure;
- Procedures in place for the retention or disposal of sensitive data requested;
- Signed Acknowledgment of and Agreement with Criteria for Approving Studies form;
- Contact person from program personnel and the normal authority chain above that person; and
- Target date for submission of final report to the District.

Reference may be made to the proposal as needed for expansion. In addition, all requests should meet the criteria for approving studies. [See DME(EXHIBIT)-A]

SUBMITTING A
REQUEST FOR
PERMISSION TO
CONDUCT RESEARCH

4. Three copies of the request and one copy of the proposal (e.g., thesis, dissertation), along with the signed Acknowledgment of and Agreement with Criteria for Approving Studies form, must be sent to:

Chairperson, Research Committee
Houston Independent School District
4400 West 18th Street
Houston, TX 77092-8501

RESEARCH
COMMITTEE

5. The Research Committee meets on the third Tuesday of every month to review proposed studies received at least one week before the meeting. See Reference (e). If clarification or more information is required by the committee, at least one month may be required for approval. Data collection should be planned for two months following the date of proposal submission. The committee may take the following actions:

APPROVE

a. The committee may approve the proposal as submitted.

RECOMMEND
CHANGES

b. The committee may suggest that certain changes be made in the procedures and/or design and ask that the applicant submit a modified proposal. Modified proposals will be processed in the same manner as first applications.

DENY APPROVAL

c. The committee may deny approval on the grounds that, in the judgment of the committee, it would be inappropriate to conduct the proposed research study. Deficiencies will be outlined for the applicant.

See Reference (f).

CONSULTATION

6. This regulation does not require consultation.

MAINTENANCE
RESPONSIBILITY

7. The assistant superintendent, Research and Accountability, is responsible for maintenance of this regulation.

REFERENCES:

- (a) Board Policy DBA(LEGAL)
 - (b) Board Policy EF(LEGAL)
 - (c) Board Policy FL(LEGAL)
 - (d) Board Policy FL(LOCAL)
 - (e) DME1(REGULATION)
 - (f) DME(EXHIBIT)-B]
 - (g) FL3(REGULATION)
 - (h) DME(EXHIBIT)-A]
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