



REQUEST FOR EXTERNAL DATA COLLECTION FOR PROFIT, NOT-FOR-PROFIT, LOCAL/FEDERAL/STATE AGENCIES, NATIONAL STUDIES, OR OTHER TYPES OF STUDIES

INSTRUCTIONS: All requests for external data collection for profit, not-for-profit, local/federal/state agencies, national studies, or other types of studies must complete this *Request for Research Activity ORG2012* form. Submit this form and any additional attachments to the Office of Shared Accountability, Buffalo Public Schools, 808 City Hall, Buffalo, New York 14202.

SUMMARY

Buffalo Public Schools (BPS) endeavors to provide opportunity for research studies of quality to be conducted within the system by professionally and technically qualified individuals and research organizations.

Factors considered in assessing whether BPS can cooperate in a proposal for research include the following:

1. Technical soundness of the proposal design
2. Appropriateness of research for support in the public setting
3. Availability of research sites and subjects of the kinds requested
4. The nature and amount of interruption required in the ongoing educational program
5. Kinds of background data on subjects required for proposed study and kinds of information of a personal nature to be secured from the subjects themselves
6. Kinds and number of data-gathering procedures or instruments to be used in the study
7. Need for the schools to safeguard personal and legal rights of students, parents, and staff

The following categories of research will be accepted for screening and evaluation:

1. Proposals for research activities originating within BPS offices, departments, divisions, and other units, transmitted through their central office administrative channels
2. Responses to BPS requests for proposals (RFP's) for external audits and research
3. Requests for data from outside agencies, including independent evaluators
4. Unsolicited research proposals from individuals or organizations independent of BPS

The Office of Shared Accountability (OSA) is responsible for screening and evaluating a request for support of a research project, and the signature of the Chief Accountability Officer of the Office of Shared Accountability is required to certify approval before a research study can proceed. Proposals involving sensitive issues or substantial commitment of BPS resources may be referred to the Superintendent of Schools for approval, disapproval, or transmittal to the Board of Education for comment and approval.

The Office of Shared Accountability cannot provide applicants with assistance in research design, instrument development, data analysis, or report writing except as represented in the evaluation provisions of *BPS Policy Regulation 8150: Research within the District* or this document.

Student and parent participation is voluntary. Participation of school personnel is also voluntary unless specifically indicated by the Superintendent of Schools. Any instruments to be administered to the research subjects must display a clarifying statement to this effect on its fact sheet. Anonymity of any participant must be preserved. The identity of schools or the school system can be revealed only if authorized by the Superintendent of Schools.

The applicant is responsible for submitting any appropriate documentation as required by the district for all project staff who are not BPS employees whenever the research activity requires contact with students. For additional details on BPS policy and procedures on supporting and screening research proposals, refer to *BPS Policy Regulation 8150 and BPS OSA Policy on Research Procedures in BPS*.

OFFICE USE ONLY: PROCESSING STATUS	Date forms received _____	ID# _____
Date to OSA Supervisor _____	Date from OSA Supervisor _____	Decision: Accept Revise Reject
Date to OSA Chief Accountability Officer _____	Date from OSA Chief Accountability Officer _____	Decision: Accept Revise Reject
Date Revisions Sent _____	Date Revisions Received _____	Decision: Accept Revise Reject

PART A: IDENTIFICATION

1. Applicant Name: Mr. Mrs. Miss Ms. Dr. _____
 Business/Organization Name _____
 Address _____
 Your Professional Position/Title _____
 Telephone _____ Fax _____ Email _____

2. You are proposing this study as:

- An external research organization
- A response to a request for proposals (RFP)
- A grant announcement
- An individual researcher. Describe your area of research specialization and activity:

3. How are the costs of this proposed study being financed?

- By applicant
- By applicant's institution, organization, or business
- By BPS program funds
- By government foundation or other research grant (explain)

PART B: MAJOR FEATURES OF PROPOSED STUDY

Note: All applications must be accompanied by a full technical proposal and project summary narrative description (see page 6 for format).

- 1. Title of research _____
- 2. Desired time schedule for carrying out the research: from _____ to _____
- 3. Explain the research to be studied (problems, sub problems, information you expect to gain as a result of this study):

4. Type of research site required:

a. Check all that apply: Elementary Middle High Central Office

b. Do you want to work with a specific school or schools? Yes No

If "Yes," specify:

c. Are there other types of research sites required? Yes No

If "Yes," specify:

PART C: REQUIREMENTS FOR STUDY

1. Will data be collected from/on students? Yes (answer a, b, and c) No (skip to question 2)

a. Total number of students needed for this study _____

b. Check and describe any specific criteria for selection of students to take part in this study:

Grade level(s) _____

Gender _____

Ability/Achievement level(s) _____

Racial/Ethnic background _____

Enrollment in special programs _____

Receiving special education services _____

Other (specify) _____

c. Are file data on students' test results required? Yes No

If "Yes," specify tests and scores needed:

2. Will data be collected from/on school staff, parents, or former students? Yes (answer a,b,c, and d) No (skip to D)

a. Check all applicable; indicate number needed and describe individuals' roles in study:

DESCRIPTION OF INDIVIDUALS NEEDED	TOTAL # OF INDIVIDUALS	ROLE OF INDIVIDUALS
Classroom Teachers		
School Based Administrators		
Central Office Administrators		
Parents		
Former Students, Graduates, and/or their family members		
Support Staff		
Other (specify)		

b. Are file data on staff required? Yes No

If "Yes," specify: _____

c. Are file data on parents required? Yes No

If "Yes," specify: _____

d. Are file data on former student or graduates and/or their families required? Yes No

If "Yes," specify: _____

PART D: INSTRUMENTS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

1. What tests, observation guides, questionnaires, attitude scales, interest inventories, and other typed or printed instruments will be used? Describe all that are applicable:

TYPE OF INSTRUMENT	NAME OF INSTRUMENT OR DESCRIPTION OF INSTRUMENT	RESPONDENTS	CREATED BY THE RESEARCHER?	ADMINISTRATION TIME (EST.)
Group Test				
Individual Test				
Questionnaire				
Interview Protocol				
Observation Guide				
Attitude or Interest Inventory				
Other (specify)				

Note: All data collection instruments used as part of a research study are subject to the clearance procedures prescribed in BPS/OSA.

2. Will instructional materials be used for research purposes? Yes No

3. If "Yes," specify: _____

PART E: REQUESTED PARTICIPATION OF BPS STAFF

1. Will teachers be asked to assist with the study? Yes No

If "Yes," for how much time? _____

2. Will other school system personnel be asked to assist with the study? Yes No

If "Yes," who and for how much time?

PART F: ATTACHMENTS

Check items that you are attaching to this application:

- Proposal description (REQUIRED) See page 6 for outline of required narrative description
- Instruments to be used
- Copy of documents submitted to the Institutional Review Board (IRB) and IRB decision document (if applicable)
- Consent forms if studies include parents, students, and BPS staff members (REQUIRED)
- Letter or email of support from offices, departments, or schools impacted by the research study

PART G: RESEARCH ACTIVITY REPORTS

Indicate compliance with the following statement: I have read BPS Policy Regulation 8150: Research within the District, regarding report requirements and understand that I must comply.

 Applicant Signature

 Date

Excerpt from BPS Regulation 8150: Research within the District: When students, BPS staff members, or parents are participants in a research study, an executive summary of no more than 25 pages will be prepared and reproduced by the researcher and one copy provided to the Office of Shared Accountability. In addition, the office may request one complete copy of each report or product developed as a part of outcome of the research project. No charge will be made to BPS for any of these reports, copies, or products; and all will be provided within 30 days of the development of the report or product, or within 30 days of the end of the study, whichever comes first.

PART H: SIGNATURE OF THE CHIEF ACCOUNTABILITY OFFICER

1. Clearance Recommendation:

- Approval Disapproval Provisional Approval (contingent on modifications indicated below)

Chief Accountability Officer's Signature

Date

Requirements for Project Summary Narrative Description

- Proposals are to be limited to no more than 25 pages
- Completed BPS/OSA Form *Request for Research Activity ORG2012* (address background and specific research objectives)
- Instrumentation Development/Identification (instrumentation requirements and identification of specific instruments)
- Sampling Methodology (who is to be included in the study, specifics for their inclusion, and the number of respondents for each type)
- Data Collection Methodology (data collection strategies and procedures)
- Proposed Schedule of Performance (specific time frames for the accomplishment of each task)
- Summary of Staff Assignments and Use of Resources (specific individuals who will be used to accomplish each task)

If data are requested from BPS to conduct the study, the applicant/organization must indicate the kinds of data and the amount of staff time the request may entail. Such requests may require the applicant/organization to pay for staff time in order to fulfill the request. For additional details on BPS policy and procedures on supporting and screening external research proposals, refer to *BPS/OSA Policy: External Data Requests with Education Agencies*.