



REQUEST FOR EXTERNAL DATA COLLECTION FOR MASTER'S THESIS OR DOCTORAL DISSERTATIONS

INSTRUCTIONS: Applicants wishing to conduct research and collect data from Buffalo Public Schools for a master's thesis or doctoral dissertation must complete this *Request for Research Activity EDU2012* 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 graduate students and other 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 topic 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. The 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. The 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 research
3. Unsolicited research proposals from individuals independent of BPS
4. Proposals for studies for master's thesis and doctoral dissertations originating from BPS employees
5. Proposals for studies for doctoral dissertations originating from proponents other than BPS employees

Applications for support of research projects to meet requirements of undergraduate or graduate course papers cannot be accepted from any individuals or groups. 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 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 _____

Date to OSA Supervisor _____ Date from OSA Supervisor _____ Decision: Accept Revise Reject

Date to Chief Accountability Officer _____ Date from 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. _____
 Home Address _____
 Your Professional Position/Title _____
 Home Telephone _____ Business Telephone _____ Fax _____
 Email _____
2. Are you employed by Buffalo Public Schools? Yes No
 If "Yes," are you a: Full-time employee Part-time employee Employee on leave
3. What degree is the proposed study for?

4. Advisor or committee chairperson:
 Name _____ Phone _____
 Institution _____ Department _____
 Address _____
5. What is the approval status of your proposal at your college or university?
 Formally approved Approved by advisor, but not by dissertation committee Not at the approval stage
 a. Indicate your current degree status:
 Baccalaureate Masters Master's equivalent ABD Doctoral

PART B: MAJOR FEATURES OF PROPOSED STUDY

1. Title of research _____
2. Desired time schedule for carrying out the research: From _____ to _____
3. The research problems and sub-problems to be studies:
 a. _____
 b. _____
 c. _____
 d. _____
 e. _____

NOTE: All applications must be accompanied by a full technical proposal and project summary submitted as attachments to this application (see page 7 for format).

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 is 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? (Attach copies of data collection instruments to this application.) 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. Policy Regulation 8150**. Samples of data collection instruments used in this study must be submitted to the Office of Shared Accountability, and approved by the OSA Chief Accountability Officer.*

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

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 7 for an outline of the required narrative description
- Instruments to be used
- Copy of documents submitted to the Institutional Review Board (IRB) and IRB decision document (REQUIRED)
- 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.

Signature, Applicant

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 produced by the researcher and submitted to the Office of Shared Accountability. In addition, the office may request one complete copy of each study 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 THESIS COMMITTEE CHAIRPERSON

The following is to be signed by the chairperson of the applicant's thesis/dissertation committee (if applicable). I have reviewed the enclosed research proposal and find it to be technically competent, theoretically sound, and significant in focus.

Signature, Chairperson Date

Title of Research: _____

PART I: SIGNATURE OF THE OSA CHIEF ACCOUNTABILITY OFFICER

1. Clearance Recommendation:

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

Chief Accountability Officer Signature Date

REQUIREMENTS FOR PROPOSAL NARRATIVE DESCRIPTION

Proposals are to be limited to no more than 50 pages (resumes and write-ups of previous experience, if required, need not be included in the above page count), and should be organized with the following sections:

1. **PROPOSAL OVERVIEW:** A Completed BPS/OSA Form Request for Research Activity EDU 2012 satisfies this requirement.
2. **BACKGROUND AND STUDY DESIGN:** This should address the background and specific research objectives of the study, hypotheses to be tested, and questions to be addressed.
3. **INSTRUMENTATION DEVELOPMENT/IDENTIFICATION:** This section should address the instrumentation requirements. Instruments should be identified.
4. **SAMPLING:** The sampling schema should be discussed fully in this section. If the plan includes the sampling of students, teachers, parents, etc..., the methodology for accomplishing this should be clearly presented in this chapter. The number for each type should be specified.
5. **DATA COLLECTION METHODOLOGY:** Both the data collection strategies and procedures data collection procedures for the proposed study should be addressed in this section.
6. **PROPOSED SCHEDULE OF PERFORMANCE:** The time frame during which each task will be accomplished needs to be specified. Time spans need to be denoted in calendar days and/or months.
7. **SUMMARY OF STAFF ASSIGNMENTS AND USE OF RESOURCES:** This section should identify the 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*.

8. **CONSULTANTS AND SUBCONTRACTORS:** The manner in which any consultants or subcontractors will be used should be addressed in this chapter.
9. **RELEVANT EXPERIENCE:** A brief discussion of relevant studies completed by the applicant should be presented if applicable.
10. **BENEFIT TO BPS:** This section should present a detailed discussion of the specific benefits of this research activity to BPS. Please note that the request to conduct research in BPS by individuals will not be approved except in instances where the benefit to BPS of such research is substantial or where such research may be required by law (See *BPS Policy Regulation 8150*).