



Off-line Research Application Worksheet

<p>Information & Documents you will need</p>	<ul style="list-style-type: none"> • Contact information for everyone connected to the project • IRB application and approval or exemption letter (if already received) • Informed consent and assent form(s) • Data collection instruments (e.g. surveys/questionnaires; interview, focus group, and observation protocols; measures of learning; etc.) • Translations of ALL forms to be used by parents & students (unless study targets L1 English speakers ONLY) • Other documents and artifacts that will aid the Board's understanding of the study (e.g. lesson plans or curricular materials; 																		
<p>Proposed Participant Groups</p>	<table border="1"> <thead> <tr> <th>Group</th> <th>Number</th> <th>Justification for each proposed group</th> </tr> </thead> <tbody> <tr> <td>Students</td> <td></td> <td rowspan="6"></td> </tr> <tr> <td>Teachers</td> <td></td> </tr> <tr> <td>Principals</td> <td></td> </tr> <tr> <td>Other School Staff</td> <td></td> </tr> <tr> <td>Parents</td> <td></td> </tr> <tr> <td>District Personnel</td> <td></td> </tr> </tbody> </table>	Group	Number	Justification for each proposed group	Students			Teachers		Principals		Other School Staff		Parents		District Personnel			
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<p>Name all chosen APS locations OR describe types of locations that will be asked to participate:</p>																			
<p>Justify location choice(s)/type(s) named or described above</p>																			
<p><i>IF</i> collecting video, audio and/or Photographs, describe <i>when where</i> and <i>how</i> this data will be collected:</p>																			
<p>Explain the purpose and context of your research:</p>																			
<p>List your research questions and hypotheses:</p>																			
<p>Describe, in detail, your study design and methodology:</p>																			

<p>Describe, in detail, the procedures to be used for collecting each type of data.</p>	<p>Survey/Questionnaire(s) Interviews Focus groups Observations Demographics Student achievement data <i>(collected by APS)</i></p> <p>Student work Other artifacts <i>(lesson plans, policies, etc.)</i> Pre/post measure(s) Other:</p>	<p><i>Use the following statement on the online application if this type of data is part of your study:</i> An online data request form, indicating which data fields are needed, will be completed and submitted if study is approved.</p>
<p>Explain how each type of data being collected (or requested) will be analyzed and its relationship to the research questions.</p>	<p>Survey/Questionnaire(s) Interviews Focus groups Observations Demographics Student achievement data <i>(collected by APS)</i> Student work Other artifacts <i>(lesson plans, policies, etc.)</i> Pre/post measure(s) Other: Survey/Questionnaire(s)</p>	
<p>Describe your data security and human subjects protection procedures:</p>		
<p>Describe your planned timeline for data collection activities?</p>		
<p>What APS resources will be required?</p>		
<p>Describe the benefits of the study to APS and/or the field of education.</p>		

Use the checklist below to ensure you have collected all relevant information and documents for the Review Board. Incomplete applications will not be reviewed.

RRB Application Checklist	<ul style="list-style-type: none"><input type="checkbox"/> Completed application Form<input type="checkbox"/> Signed IRB approval or exemption letter<input type="checkbox"/> Copies of ALL data collection instruments (e.g. surveys; interview, focus group, and observation protocols; measures of learning, etc.)<input type="checkbox"/> Informed consent forms for all adult participant groups<input type="checkbox"/> Assent forms for student participants, as appropriate (in age appropriate language)<input type="checkbox"/> Translations of ALL forms to be used by parents & students who speak languages other than English<input type="checkbox"/> Other documents and artifacts that will aid the Board's understanding of the study
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