

# Request to Conduct Research

North Kansas City Schools

Name\_\_\_\_\_

Employee of North Kansas City Schools?                      Yes            No

If yes, location and position\_\_\_\_\_

If no, is this research for the purpose of graduate work (dissertation or thesis)?    Yes            No

University affiliation\_\_\_\_\_

## Submission Requirements

Please e-mail this completed form with the following documentation to [jcollins@nkcsd.k12.mo.us](mailto:jcollins@nkcsd.k12.mo.us) at least four weeks prior to the anticipated onset of the proposed research:

1. A copy of the complete application submitted to the affiliated university for approval by the human subjects review board. *Please do not send the dissertation proposal in its entirety.*  
This application should include, at a minimum:
  - a. A brief summary of the purpose and scope of the research
  - b. A brief summary of the research methods including participants, selection process, remuneration procedures (if applicable), assurance of confidentiality of participant identification, consent procedures, and activities related to the research
2. Evidence to demonstrate that the proposed research has been approved by the human subjects review board of the affiliated university.
3. Assurance from the researcher that building principals, teachers, students and/or their parents may opt out of participation without consequence even with approval by the district team. *Building principals will have the option to decline participation for their building on behalf of their entire staff and/or student population.* Approval by the district team is required, however, before the researcher may request a building's participation.
4. Assurance from the researcher that results will be communicated back to the district upon completion.

## Criteria for Review

The district team is comprised of the Associate Superintendent and an administrative team within the Department of Teaching and Learning. The team meets monthly to review research submissions. Follow-up questions, additional requests, and/or approval is typically provided within 48 hours of the team's discussion. Submissions are reviewed based upon the following criteria:

- Satisfactory research methodology approved by a human subjects review board
- Minimal intrusiveness/disruption regarding classroom instruction
- Voluntary participation
- Confidentiality of participants
- Appropriate and reasonable time/effort requirements of participants
- Potential benefit of the research to positively impact district, building, or classroom practice
- The extent to which the research addresses and/or aligns with the goals of the school district