

DIRECTIONS FOR SUBMITTING THE ONLINE REQUEST TO CONDUCT RESEARCH

APPLICATION AND REQUIRED FORMS

Applications to conduct research will be reviewed by MVUSD's Research Request Review Committee. Aspects that will be taken into consideration during the evaluation of the research request include potential for improving instructional programs and strategies, addressing a relevant educational problem, concern or issue, and design which minimizes interruptions and demands upon the time of students and staff. Research guidelines incorporated in our application are designed to protect the confidentiality and welfare of study participants, and to guarantee the integrity and quality of any research conducted in the district.

Please follow the application directions below very carefully. If you do not adhere to the submission requirements, the review of your application will be delayed and/or your application may be denied without further review.

Requests to conduct research in Moreno Valley Unified School District are submitted electronically. Before filling out the online application, you should ensure that you have all supporting documents ready to be uploaded (see checklist below).



Research Request application: <https://form.jotform.com/62997399666180>

GENERAL GUIDELINES

- In terms of student research request submissions, the committee will only accept applications from graduate level students.
- To ensure valid informed consent, student materials should be developed at least one grade level below their current grade to better accommodate the wide range of student reading levels.
- Communications intended for parents/guardians should be developed using a 4th to 6th grade readability level.
- Additionally, it is departmental protocol that all parent/guardian communications concerning research requests be translated into Spanish for intended distribution at district schools.
- Questions with regard to formulating/refining research questions, research hypothesis development, or questions pertaining to selection of appropriate data, design or methodology should be directed to your institution's research/IRB department.

TIMELINES FOR REVIEW AND PROCESSING

Please allow a minimum of 14 working days for the preliminary review. However, depending on the varying aspects of your research request, whether data are being requested, as well as additional departments that may need to be contacted for approval, the average start-to-finish processing time for research requests ranges from 30 to 60 working days. Be sure to allow sufficient time for your application, and any accompanying data request, to be reviewed before the proposed start date of your research study.

- Applications will not be reviewed during the following time periods:
 - First 30 days of school
 - December 1 – December 31
 - Last 30 days of school
- Direct all questions regarding your request to conduct research application (e.g., status, submissions, and documents required) to the Office of Accountability & Assessment secretary, ainfante@mvusd.net (951) 571-7500 ext. 17818. An administrator will be assigned to review and respond within 7 to 10 days.

APPROVED REQUESTS

For requests that are APPROVED, next steps would include:

- Referral to MVUSDs Accountability & Assessment Office, (951) 571-7500 ext. 17818, to determine whether or not an MOU - outlining terms of data use and dissemination - is needed.
- Ensuring that all researchers and research team members having direct contact with students, and/or on campus 4 or more hours per week contact MVUSDs Human Resources Department, (951) 581-7500 ext. 17575, for details and costs pertaining to obtaining certification of fingerprint clearance and recent proof of clearance from tuberculosis.
- Ensuring that all research being carried out at school sites is conducted under the direct supervision of a certificated administrator or certificated staff member.
- *Obtaining Site Approval:* Approval of a research request application does NOT denote approval by site administrators. Permission to conduct research at a particular site must be addressed to, and approved by, the site Principal or designee.

ANNUAL RENEWALS

- Annual renewal of multi-year studies is required. Therefore, the application process needs to be followed each year for a one-time renewal or for longitudinal studies. The renewal application must reflect any changes with regard to any aspect of the research.
- As with initial applications, renewal approvals are based on a variety of factors: the quality of the study, its potential use to the school or the district as a whole, the impingement on instructional time, etc.
- There is no automatic assurance of a renewal each year.

PLEASE BE PREPARED TO COMPLETE THE FOLLOWING INFORMATION BEFORE BEGINNING THE ONLINE FORM:

Part 1: Applicant

- Principal Investigator Name
- Title/Position
- Institution/Organization
- Organization Address
- Work E-mail Work Phone Number
- Home Address
- Do you have a Co-Applicant? If yes, be prepared to provide contact information

Part 2: Study Details

- Title of Research Study/Project
- Is this a renewal application for a previously approved study/project?
- Purpose of Study
- Is the Principal Investigator a Graduate Student, MVUSD Employee or Neither?
- Does the Principal Investigator's organization require IRB approval for this study?
- Costs to the District
- Benefits to the District

Part 3: Study Design

- Recruitment
- Participant Characteristics
- Tasks
- Location
- Study Timeline
- Informed Consent

Part 4: Data Collection

- Instruments
- Existing Data
- Confidentiality/Anonymity
- Risks
- Sensitive Topics - Does the study deal with abuse, alcohol/drug use, disability concerns, emotional stress, health/medical concerns, physical manipulation of the participant, psychological well-being, racial/ethnic identity, sexual behavior, sexual orientation, and/or socioeconomic status related to the subject?

Part 6: Preliminary Intent to Participate

- Has an MVUSD administrator given you preliminary/tentative intent to participate in your research? If Yes, please explain and be prepared to attach any relevant documentation.

Part 7: Special Study Arrangements

- Special Needs
- Special Arrangements

Part 8: Results

- Date by which the final abstracts/prints of the research report/results will be provided to the District
- Description of Dissemination of Result

CHECKLIST OF DOCUMENTS THAT MAY BE NEEDED TO SUPPORT YOUR APPLICATION

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| <ul style="list-style-type: none"> ✓ Appendix List detailing the Supporting/Uploaded Documents ✓ Assent/consent forms (if applicable to your study) ✓ Curriculum vitae of the Principal Investigator and on-site project staff ✓ Detailed list of any specific data being requested from the Research Office (if applicable) | <ul style="list-style-type: none"> ✓ Focus group or interview protocols (if applicable) ✓ Grant proposal (if the research is grant funded) ✓ IRB approval letter or (application if not approved - specifically the methods section) ✓ Observation protocols (if applicable) ✓ Research proposal | <ul style="list-style-type: none"> ✓ Subject recruitment letters (if applicable) ✓ Support letter from graduate advisor (if researcher is a graduate student) ✓ Survey instruments (if applicable) ✓ Test instruments to be used in the research (if applicable) ✓ Verbal scripts (if applicable) |
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