

## **Data Request Application Guidance**

Data requests are submitted by filling out our [online form](#). Data requests received by the submission deadline will be reviewed once every two weeks in accordance with Data Request Calendar on our [website](#). Approval of the request will be based on data availability as well as the benefit provided to City Schools, the Baltimore community, and/or the field of education. The time required to fulfill a data request will depend on the complexity of the request and competing priorities within OAA. Individuals receiving data files for research must share final reports with OAA.

Sections I – VII describe the information that you will need to submit as part of your application. Because our form automatically times out after 60 minutes of inactivity, we recommend that you complete these questions in Word and then copy and paste them into the [online form](#).

Please direct any questions about the form to [OAAResearch@bcps.k12.md.us](mailto:OAAResearch@bcps.k12.md.us).

### **I. Contact Information:**

- Name of the Principal Investigator
- Name of the Contact Person
- Contact Person's Title
- Contact Person's Organization
- Contact Person's Email Address
- Contact Person's Mailing Address
- Contact Person's Office Phone Number
- Contact Person's Mobile Phone Number

### **II. General Information:**

- Are you submitting a new research proposal or data request?
- Are you requesting data from City Schools for your research? (Note: Data requests could include student demographic or achievement information.)
- Do you have a Memorandum of Understanding (MOU) with City Schools?
- Do you work for City Schools?
- If you do work for City Schools, please identify at which school you work or that you work in the District Office.

### **III. Project Description:**

- State the title of your research project.
- State your research objectives and the purpose of the study. (Feel free to use full sentences or bullet points to convey your answer.)
- State the research hypothesis and research questions. (Feel free to use full sentences or bullet points to convey your answer.)
- If your project focuses on the implementation or outcomes of a specific intervention, please provide a description of the intervention.

**IV. Research Timeline, Data Analysis Plan, Risks and Benefits, Data Security Plan, Dissemination Plan:**

- Please provide your research timeline, making sure to include the timing of all key research activities.
- Please provide the estimated date of completion of your research.
- Describe your data analysis plan.
- Briefly describe any risks associated with participation in the study.
- Briefly describe any benefits associated with participation in the study.
- Describe your data security plan, where data will be kept and how participant confidentiality will be ensured.
- Describe how the results of your research will be disseminated and the intended audience(s) for the findings.

**V. Data Request:**

- What type(s) of data are you requesting? (Attendance, Assessment, Enrollment, Suspension, other)
- In more detail, describe the type of data you are requesting.
- Provide the justification for each variable you are requesting. Please explain how each requested data element is connected to your research objectives.
- Which academic years are you interested in?
- Is your research focused on students in certain grades?
- If your research is focused on certain grades, specify which grades.
- Are you focused on students at certain schools?
- If you are focused on certain schools, specify which schools.
- What data format would you prefer? (Text, CSV, Excel or SPSS)
- What level of aggregation do you need? (District, School or Individual)
- If you are requesting data at the individual level, do you have parental consent for its use?

**VI. Attachments:** (Note: Each attachment cannot exceed 200KB.)

- Please attach your parental consent form if applicable.
- Please attach your student assent form if applicable.
- Please attach your staff consent form if applicable.
- Please attach your principal information letter if applicable. (This letter informs the principal that you want to conduct research in his or her school and describes the research study.)
- If you want to include another document, please attach it here. (You can provide as many as six additional attachments.)

**VII. Additional Information:**

- If you would like to provide any additional information about your research, use the space below.