

New Studies Involving the Collection of Data Application Guidance

All studies that involve the collection of new data must be reviewed by the Institutional Review Board (IRB). Research proposals are submitted to the IRB by filling out our [online form](#). The IRB meets once a month, including the summer months. Complete proposals received by the submission deadline will be reviewed during the corresponding IRB meeting in accordance with the IRB Calendar on our [website](#).

Sections I – X 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.

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 collecting new data as part of your research? (Note: Data collection would include conducting interviews or focus groups and/or administering a survey or assessment to students and/or staff.)
- 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 designate 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 Background:

- Briefly describe previous research that is directly relevant to your proposed project.
- Identify the gaps in the research and how your proposed research project will fill these gaps.
- Describe how your proposed research project will benefit Baltimore City Schools or contribute to the field of education more generally.

V. Study Participants:

- Describe your study participants. Please include ages of participants, any other relevant demographic details.
- How will you choose schools for your research? How will potential participants be informed about the project and recruited? Describe any screening procedures you will utilize as well as any inclusion or exclusion criteria that will impact your study sample.
- Describe who will obtain informed consent from study participants and where, when, and how that process will take place.
- Identify your sample size and provide the justification for your desired sample size.
- Describe whether personal identifiers will be collected from participants.
- Describe the form, amount and schedule of incentives provided to participants.

VI. Study Methodology:

- Provide a description of the study design, including details about random assignment procedures if applicable.
- Describe the study procedures from initial recruitment to final data collection. Please include details about how and where study procedures will take place.
- Describe the assessments you will use as part of your project. If audio or videotaping will be involved, please provide justification for the use of these methods.
- Will your research take place in schools?
- Have you already identified the schools in which your research will take place?
- If you have already identified the schools, you will be asked to specify which schools you will be working in.

VII. 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.

VIII. Data Request (If applicable):

- 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?

IX. Attachments:

(We require the IRB letter from your institution, but you only need to provide the other attachments, if they are applicable to your research.)

- Please attach the IRB letter from your institution.
- 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 have the opportunity to provide as many as six additional attachments.)

X. Additional Information:

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