



Adams County School District 14
Education Support Services
5291 East 60th Ave, Commerce City, CO 80022

Guide to Conducting Research in Adams 14

This document is intended to serve as a guide for individuals and organizations who wish to conduct research in Adams County School District 14. All individuals and organizations interested in conducting research in Adams 14 must complete and submit a research proposal form. Proposals are reviewed by the District's Research Review Committee, which is composed of an interdisciplinary group of district leadership professionals. Applicants will be notified of the committee's decision after a thorough review of the research proposal. Decisions to approve or deny research proposals are based primarily on the value of the proposed research on district processes and practices, and the protection of the safety of research participants. Researchers must receive written approval to conduct any research related activities within the district, regardless of their district affiliation.

Section 1:

Guidelines for Submitting Research Proposals in Adams County School District 14

All research conducted in Adams 14 must adhere to the 7 guidelines outlined below:

- 1.** All research must be conducted in compliance with state and federal laws, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Protection of Pupil Rights Amendment (PPRA). For more information on the protection of human subjects in research, please visit the United States Department of Education's website below. <http://www2.ed.gov/print/policy/fund/guid/humansub/overview.html>
- 2.** Institutional Review Board (IRB) review is required for all research involving human subjects. Documentation may come from either an independent or university based IRB. Additionally, researchers must obtain active, informed consent from all participants or their guardians for all research studies. Consent forms must be included with the research proposal form.
- 3.** Research in Adams 14 must be aligned with one or more of the Board of Education Strategic Imperatives:
 1. To dramatically improve academic performance, and move the District from Priority Improvement to Accredited with Distinction by the year 2020.
 2. To significantly empower all families and community members to become engaged partners in their child's education, by creating welcoming environments District-wide that reflect and support a culturally diverse population.
 3. To intentionally increase and improve communication District-wide, both internally and externally, as well as enhance the resources offered to our current clients and community members.



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For more information on the strategic imperatives please visit the website below:

<http://www.adams14.org/index.php?ref=boe>

4. Research cannot excessively disrupt student instructional time or district/administrator operations.
5. Adams 14 promotes school-level autonomy and site-based decision making. Research activities therefore cannot be conducted in any school without prior written approval of the school's principal. Once the Research Review Committee has approved the study, it will contact the school principal(s) for final approval. Upon principal approval, subject participation must be voluntary, except as required by federal/state mandate or required evaluations related to district-held grants or contracts.
6. Once the research has been approved, no changes in project scope, including procedures, protocols, instruments, or analyses, can be made without prior written approval of the Research Review Committee.
7. Any written report or article based on the research conducted within the district must be submitted to the chair of the Research Review Committee. If the researcher intends to submit the results of the research for publication or conference presentation, the Research Review Committee must be notified prior to starting the project. Upon publication, the district must be provided with an electronic copy of the publication.

Section 2:

Research Application Procedures

As Adams 14 receives numerous research proposals, it is advised that the researcher submit the completed research proposal form well in advance of the project's projected start date (typically 3-6 months in advance).

1. All applicants who wish to conduct research in Adams County School District 14 must complete the research proposal form. Please include well-written and thorough responses to all questions on the form. If you are requesting district held data (e.g., student attendance, behavior, assessment, etc.) you must also complete the data request form. All research instruments (consent forms, surveys, scoring rubrics, etc.) must be included in your completed packet. If, for example, you intend to collect primary data through focus groups or interviews, you must include all interview and observation protocols.
2. Email a copy of your completed application to the Office of the Chief Academic Officer, at the email address below. Applications typically take 6-8 weeks from the date of submission to review.



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Adams 14 School District
Attention: Chief Academic Officer
5291 East 60th Avenue
Commerce City, CO 80022
aburgos@adams14.org
303-853-3244

Section 3:

Application Review Process

Once the application is received it will proceed through the steps below:

- 1.** All research projects are reviewed in the order in which they are received.
- 2.** The Research Review Committee will review the proposal to ensure that it meets all of the criteria outlined in the previously defined guidelines for submitting research proposals. If there are missing elements in the proposal, the committee will contact the primary researcher and request additional information.
- 3.** If the research proposal is approved by the Research Review Committee, the committee will send the completed proposal to the school principal(s) for final approval. If final approval is granted, an official correspondence will be sent to the primary researcher. The researcher is then free to contact the school principal(s) to organize his/her research activities. If the research request is denied, the Research Review Committee will provide the researcher with a detailed explanation of their reasons for not approving the research.
- 4.** While there are multiple factors that can affect the time it takes to process a research proposal, the process typically takes six weeks.



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Research Proposal Form

Section 1: Application Information

Title of Research Study:		Date of Submission:	
Primary Researcher's Full Name:		Title/Position:	
Are you an employee of Adams 14 School District:			
If yes, what is your title/position:		School/Department:	
If no, with which university, institution, or organization are you affiliated:			
Address:			
City:	State:	Zip:	
Email address:		Phone:	

Section 2: Proposal Summary and Study Specifications

Will this research be used for all or part of a doctoral dissertation?
Do you intend to submit the findings of this research for publication or conference presentation?
How will this research benefit Adams County School District 14? Specifically, explain how your research aligns with the district goal(s) outlined in the district's Strategic Plan. What are the potential practice and/or policy implications of your study's findings on the district, and how will you disseminate the findings?
What is your research question(s)?
Describe your research methodology and/or design, including information on procedures, population, sites, and statistical analysis.
Are you requesting permission to collect data directly from students, parents, and/or staff?



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If you answered yes to the question immediately above, please indicate an approximate number of subjects:		
Students:	Parents:	Teachers/Administrators:
What are the estimated time requirements for research participants?		
Are you requesting existing student data records?		
If yes, please include the Adams 14 Data Request Form with this application. Only respond to the fields marked with an asterisk (*).		
Proposed research study's start date:	Proposed research study's end date:	
When do you expect to make the completed report available to Adams 14 personnel?		

Additionally, please include all instruments that will be used in your research, including consent forms, surveys, and interview and/or focus groups questions.

I certify that I will conduct my research as described in this research proposal, and that I have read and agreed to the provisions as described in section 1 of the Guide to Conducting Research in Adams 14

Signature: _____

Date: _____



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Data Request Form

All data requests must be reviewed by the Research Review Committee. If you have completed a research proposal form, it is only necessary to complete the fields marked with an asterisk (*). If this is being submitted as an internal data request, please complete all fields below.

Application Information

Data Request Submission Date*:	
Full Name(s)*:	
Are you an employee of Adams 14 School District:	
If yes, what is your title/position:	School/Department:
If no, with which university, institution, or organization are you affiliated*:	
Email address*:	Phone*:
What data are you requesting? Specify all variables (grade, school, demographic information, assessment results, etc.) and any excluding elements. Please indicate whether you seek summary data or individual student records. Be specific*.	
What questions are you attempting to answer with these data?	
What will you do with the information you receive from the data?	
When do you need to receive the data*?	