



OCPS Application to Conduct Research Application Process Guide

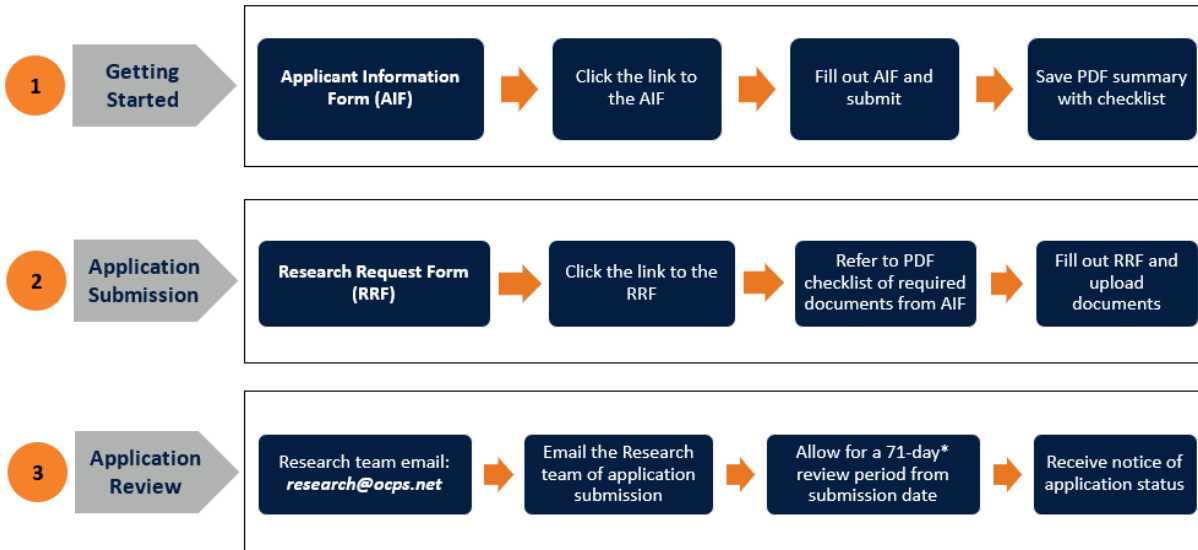
Thank you for your interest in conducting research in Orange County Public Schools (OCPS). This guide will help you through the process of completing the [Applicant Information Form](#) and the [2023-24 Research Request Form](#), if required. It will also demonstrate how to upload all of the required materials using an online survey form. Please review [Research Criteria for Approval](#) before initiating the application process.

Important Notice. Research activities must not begin (e.g., contacting principals or administrators, recruiting participants, visiting campuses, requesting data) until a formal Research Notice of Approval (R-NOA) document is provided and security clearance is completed, as applicable.

OCPS Application to Conduct Research Flow Chart. Follow the 3-step process as shown below in the flow chart. In the first step, Getting Started, complete the Applicant Information Form which provides OCPS with information about you and the purpose of your research request. You **MUST** complete this form before moving on to any next steps. After submitting the Applicant Information Form, a personalized checklist will be generated to guide you through the preparation of your application. Specifically, this will provide you with the appropriate application materials by name needed for submission. In the next step, Application Submission, complete your Research Request Form and upload required documents by following your personalized checklist. It is important to follow your checklist as not everyone will be required to fill out all available forms or provide every document listed on the Research webpage. Finally, in the last step, Application Review, alert the Research Review Team at the Research department that you have submitted a completed application by emailing research@ocps.net. This email will indicate that you are ready to start the review process.

Please refer to the application resources located on the Research [website](#) for further details. If you have any questions about completing the application, please contact us at research@ocps.net or call Deborah Mazzeo, Research Senior Administrator, at 407.317.3200 ext. 200-2737.

Application Process Flow Chart



*The review period may be extended if revisions are requested by the research review team and if your study includes student surveys and other data collection activities at schools with students.

Step 1: Getting Started

Getting Started

Submitting the Applicant Information Form. This is the first step in applying to conduct research in OCPS. This form is used to gather basic information about the applicant and their proposed research study. The following information is required, as applicable, when completing the **Applicant Information Form**.

The **Applicant Information Form** requires your name, email address, phone number, mailing address and employer information. You will also be asked to provide basic information about your study such as the reason for your request.

Reason for Research Request. You must select the option that best describes the related request. Please note, OCPS does not support coursework, thesis, or dissertation work from non-OCPS employees or former employees at this time, so the options below exclude such studies.

Option	Description
1. Graduate-level thesis, capstone, or dissertation requirements of a college or university	<ul style="list-style-type: none"> Only OCPS employees pursuing their degrees will be considered. We are unable to review applications from other candidates at this time. Select this option if you are a current or former OCPS employee conducting research as part of the completion requirements for a master's, specialist or doctorate degree.
2. Fulfillment of graduate-level coursework requirements for a college or university not resulting in a thesis, capstone or dissertation	<ul style="list-style-type: none"> Select this option if you are an OCPS employee conducting research as part of graduate-level coursework (e.g., class assignment) in which the final product does not result in a thesis, capstone, or dissertation.
3. Research conducted by external professional investigators (e.g., education, science, health)	<ul style="list-style-type: none"> Select this option if you are conducting <u>research that is not connected with coursework or completion requirements for a master's, specialist, or doctorate degree</u>. If the thesis or dissertation is part of a larger study, the principal investigator of that study must submit this application. Research must be either: a) conducted by or within high-quality research institutions; b) an ongoing research partnership; or, c) an approved grant-funded proposal. "High-quality institutions" are defined as: recognized research institutions, and very high or high research activity colleges and universities (R1 and R2 as designated by the Carnegie Classification of Institutions, https://carnegieclassifications.acenet.edu/lookup/lookup.php)
4. Study already discussed with an OCPS sponsoring director	<ul style="list-style-type: none"> Select this option if you are an external organization that has already worked with an OCPS department director to initiate a study, and the findings of this study will not be published.

Checklist. A personalized checklist will appear after you have finished filling out the **Applicant Information Form**. This checklist should be used to determine the next steps in the application process and will provide a list of the required forms or other items needed in preparation for your submission. Refer to Figure 1 for a sample checklist. This sample checklist highlights the link to the **2023-24 Research Request Form**, item 1 of the list as well as the reminder to save this document as a PDF for later submission.


Figure 1. Sample Checklist

Graduate-Level Thesis/Dissertation Checklist:


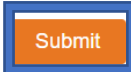
1. Complete the [Research Request Form](#) (this link is also available on our [website](#)).
2. Provide an official letter of proposal approval from your advisor/committee chair on your college/university letterhead.
3. Provide an IRB Approval Letter or Notice of Exempt Status.
4. Provide proof of CITI Program completion (within 5 years) or other training involving the responsible conduct of Human Subjects Research for all research team members. The training certificate cannot expire before the research completion date.
5. Provide copies of all research instruments, if applicable.
6. Provide copies of all recruitment materials and a description of recruitment protocols, if applicable.
7. Provide copies of all informed consents and student assent forms, if applicable.
8. Provide a copy of the IRB application (upon request only).
9. Provide a copy of this form. You can save a PDF copy below.

All items on your checklist, as applicable, must be submitted before your application is considered complete and submitted in Qualtrics. You will upload all of your application materials when you complete the Research Request Form (Figure 2).

Figure 2. Link to the Research Request Form to Upload Documents

 Orange County Public Schools

Click the "Submit" button below to complete this survey.
On the next page you will find instructions for the next steps in requesting research approval.

OCPS Research Applicant Information Form

You have completed the first step of the application process.
The instructions below will guide you through the next steps.

First, download a copy of this form using the "Download PDF" feature below. You will need to include a copy of this with your other application materials (see the checklist below).

Please visit the [Research department website](#) to access all forms needed to complete the next steps in the application process and learn more about the documents from the Application Process Guide.

If you have any questions regarding the OCPS research request process, please contact the Research department at research@ocps.net.

Graduate-Level Thesis/Dissertation Checklist:

1. Complete the [Research Request Form](#) (this link is also available on our [website](#)).

After the **Applicant Information Form** is finished, you must actively save a copy of your entries by downloading a PDF summary report of your responses as shown below in Figure 3. This summary will include a copy of your personalized checklist (refer to Figure 1 to view a sample checklist).

Figure 3. Download PDF Summary Report of Your Responses

Below is a summary of your responses
2023-24
Download PDF

OCPS Research Applicant Information Form

2023-24

Thank you for your interest in conducting research at [Orange County Public Schools](#). We are committed to approving research with a clear, direct benefit to the district. Please note you will receive instructions specific to your application at the end of this form, including a link to the Research Request Form.

You may close the browser and return to your application at a later time on the same device.

Should you have questions about the application process, please consult the [Application Process Guide](#) and other resources on the [OCPS Research website](#). If you have additional questions, please contact Deborah Mazzeo, Senior Administrator, at 407-317-3200, ext. 200-2737 or the Research department at research@ocps.net.

Applicant Information

Salutation	<input type="text" value="Mr."/>
First Name	<input type="text" value="Researcher First Name"/>
Last Name	<input type="text" value="Researcher Last Name"/>
Preferred Email	<input type="text" value="address@email.com"/>
Preferred Phone Number	<input type="text" value="(407)317-3200"/>

Step 2: Application Submission

Application Submission

Filling out the Research Request Form. Now that you have completed the **Applicant Information Form**, please review the personalized checklist to determine whether you need to complete the **2023-24 Research Request Form**. Instructions for navigating the Qualtrics form are below. If you are **ONLY** seeking public data from the Florida Department of Education (FDOE) for your research, you do not need to fill out a research request. FDOE public data is accessible at any time.

Please note that you can move forward and back through the form, and it will save your progress so that you can come back to your application at any time. If you need to edit your application for any reason, after you have submitted it, you can access it by returning to the link you used originally. If this link does not work, notify the department and we can send you a new one.

2023-24 OCPS Research Request Form

Thank you for your interest in conducting research with Orange County Public Schools. Please complete this form to make your request. You must complete all sections or your application will not be reviewed. Before completing this form, you must submit the [Applicant Information Form](#).

Instructions:

1. Saving Your Work: You can move forward and back through the form and it will save your progress so that you can come back to your application at any time.
2. Table of Contents: You can navigate through the application sections using the Table of Contents which is accessible via the icon with 3 orange lines at the top of every page.
3. Document Uploads: At the end of this form you will need to upload the supplemental materials from the checklist you received at the end of your Applicant Information Form, so you will want to have them prepared.
4. Due Date: You have 60 days to complete this application. If this time expires, you will need to start a new application.

Applicant Information

This mandatory section of the form requests the applicant name and preferred email address. This information will be used to connect the completed **Applicant Information Form** to the **2023-24 Research Request Form**. It is important that you use the exact same contact information that you provided in the **Applicant Information Form**. Please make sure that it is accurate and complete so that OCPS can reach you or members of your institution as quickly as possible, if necessary.

Study Features

The goal of this section is to communicate the features of your research study in a clear and concise manner. First, you will indicate if you are proposing to collect your data and/or request existing OCPS data. The study features section includes the following elements: (a) title, (b) purpose/objective, (c) significance, (d) research questions/hypotheses, (e) methods, (f) data security and privacy, (g) risks, (h) reporting, (i) data request information, (j) data sampling procedures, and (k) a timeline.

Title. Please list the full title of the research study/project.

Purpose and Significance. The study's purpose and significance should be as concise as possible and limited to your area of focus. The study purpose should answer the question, "Why are you doing this study?" while the study significance answers the question, "How will your findings contribute to your field of study in a unique way?" **All proposed research projects must further the [OCPS Research Agenda](#), which directly aligns with the [OCPS 2025 Strategic Plan](#).** Additionally, please include how the study will directly connect to or support at least one objective of the [OCPS Strategic Plan](#) or one district priority in the [OCPS Research Agenda](#).

Research Questions. If you have several research questions, list the most critical to your research project. If you need assistance narrowing your research questions, please consult with your advisor/committee chairperson or the primary investigator/project director of your proposed research.

Methods. Summarize the research methods in the space provided. Clarity and brevity are considered assets when explaining your study. Consider the most important information to know about how your study will be conducted, and then clearly and briefly describe that information for those unfamiliar with your study.

Data Security. Summarize your plan for maintaining the security and privacy of your data, whether on paper or digitally. Consider how you will handle data management such as data collection, transfer and storage.

Risks. Describe all potential risks associated with Orange County Public Schools' (OCPS) participation in this study. Please explain the level of risk, even if minimal. For example, *"This study involves vulnerable populations, such as ESE students or those engaged in early childhood education or children in high poverty or underserved areas."*

Reporting. Next, provide any plans for publication or presentation of your findings. Please note, you must remove the OCPS district name, any school name, or names of any person in your research findings prior to dissertation or prospectus defense, publication, presentation, and/or any correspondence regarding this research project. To identify any of these places, groups or individuals, you must specifically request this permission by contacting us at research@ocps.net.

Research Team. List all the members of your team who may have any interactions with your data, including data collection, data management, and data analysis. Each of these individuals will need to provide a certificate of completion for a human subject research course that you will upload at the end of this form. Certificates must be awarded within the past five years and must not expire during the research study timeline. Acceptable courses include:

1. [CITI](#)

2. [U.S. Department of Health and Human Resources course](#)
3. University-sponsored courses

All other human subjects research training courses will be approved on a case-by-case basis.

Data Requests

This section only needs to be completed if you will require archival data from OCPS databases. Please read this section carefully and provide all of the requested information. If you are not requesting data, you can move to the next section.

De-Identified Data. First, indicate whether you are selecting de-identified data or personally identifiable information (PII). Personally identifiable information (PII) will require a data use agreement and will involve the OCPS legal department. These data will only be provided with cabinet member approval. Requesting personally identifiable information (PII) through a data use agreement typically takes about 3-4 months to complete. The data use agreement timeline may be extended depending on the volume of requests. Otherwise, de-identified data will typically be completed within a couple of weeks depending on data availability (see [Available Data Elements](#) document).

Figure 4. De-identified Data

De-Identified Data. If your data request is approved, OCPS will provide de-identified data. If you require identifiable data, for the protection of personally identifiable information, a data use agreement is required. Personally identifiable information (PII) will not be released without a Data Use Agreement (DUA), which requires special conditions be met with the exchange, transfer and handling of data. DUAs are developed through extensive discussion and an ongoing partnership with and among OCPS internal departments, including our legal department, and your institution.

☐ I only seek de-identified data.

☐ I would like to eventually request PII.

Requested Data Elements. Use the list of [Available Data Elements](#) to name each data element required (shown in Figure 5). Unless otherwise noted, OCPS will assume that the unit of analysis is students. If this is not the case, please specify your participants in the appropriate section (i.e., Data Request Population). For each data element requested, list the school years requested (e.g., 2015-16), the grade levels requested (e.g., 3, 4, and 5) and briefly describe why you need this data element. If you are requesting more than seven data elements, you may provide a more detailed explanation of your data request in a separate document.

Figure 5. Data Requests and Requested Data Elements

Data Requests. Refer to [Available Data Elements](#) for correct labels and available years. If you are requesting data that are not included on the Available Data Elements document, please be as specific as possible, and note that it must be pre-approved.

For each data element you are requesting, please provide the following information: Data Element. School Years. Grade Levels. Data Request Population.

For example: FSA ELA scores. 2015-16 and 2016-17. Grades 3, 4, and 5. One classroom from each grade at Schools A and B.

Data Element 1

Data Element 2

Data Element 3

Data Element 4

Data Element 5

Data Element 6

Alternatively, you can upload a document of your data requests with your other supporting documents at the end of this application. If you choose this option, your document must include the following for each request:

- Data Element
- School Years
- Grade Levels
- Population

For example:

	Data Element	School Years	Grade Levels	Population
	Ex. FSA ELA scores	2019-20, 2020-21	9th and 10th	Students in alternative high schools
	Ex. Race/ethnicity	2018-19	K-5	Students in Smith Elementary School
1				
2				
3				

Certain groups of data elements are readily available, such as information about Assessments, Demographics, Course Enrollment, and Accountability. Data requests involving only these data elements will take at least two business weeks. Requests involving other elements will take additional resources to complete, which may require additional time. If you are requesting data that are not included in the Available Data Elements document, please be as specific as possible, and note that it must be approved by a cabinet member or Research leadership.

- The Research team will make every effort to provide the data at no cost to the applicant. However, a charge of \$35/hour will be necessary for requests requiring more than six (6) hours to fulfill. This hourly rate is calculated based on the hourly rate of the most junior level position that can perform the work and does not include benefits.
- All data requests are considered complete at the time of submission. If additional data are needed after the initial request, reimbursement at the rate of \$35/hour will be charged, regardless of the time required.

Data Collection

Research Instruments. You will need to identify the instruments you intend to use for your data collection. Each of these must be uploaded at the end of this form. All data collection instruments (surveys, interview protocols, or focus group protocols) must be in compliance with [Florida Statute section 1001.42](#). OCPS requires school districts to provide parents with access to student data collection instruments and parents will have the right to review all materials submitted. Studies will not be approved if parent concerns regarding the content are received. As with all research studies, parents can opt out from having their children participate in research studies at any time. We recommend all researchers reference the [Survey Review Criteria](#) prior to submitting your application.

Figure 6. Research Instruments

Research Instruments. Which of these research activities are included in your research project? Select all that apply.

Note: Remember to upload copies of all instruments at the end of this application.

Assessment or Test

Survey

Interview or Focus group

Instruction or other direct intervention

Other, please specify:

Sampling and Recruitment. Summarize the sampling procedure used in this study. Your response should describe the process or technique used for selecting a subgroup of participants from the OCPS population. You may include a description of the group you wish to include, the projected number of participants, and why this group is important to your study. The size of your sample is limited by the Research department to no more than 10 schools. For example, districtwide or school-wide data collection, in most cases, may be prohibited. Please indicate whether a comparison or control group will be used. Further, please briefly describe your recruitment methods in this section. Explain how will you recruit participants for your study. Please provide a brief description regarding your recruitment techniques (e.g., using a recruitment script, email, flyer, during a meeting). For example, if you intend to email potential participants, you should also include how you will gain access to the email addresses.

Compensations/Incentives. Identify if any compensation or incentives are provided to participants. As a general rule, incentives for school are allowed. In most cases, incentives for teachers are not allowed. For research studies sponsored by a grant, federal or state agency, teacher incentives may be permissible.

Expected Schools/Departments. Specify the expected schools/departments that you seek to include in this research project. Please note, OCPS reserves the right to limit the numbers of schools or the size of your sample requested to participate in your research. You may not select all schools in the district. Please limit your selection to no more than 10 schools.

OCPS Individual Involvement. Indicate whether your research will involve direct interaction with OCPS staff, students, or families. If you indicate that it will, you will need to obtain security clearance prior to beginning your research. All external researchers must undergo a Florida Department of Law Enforcement and Federal Bureau of Investigation (FDLE/FBI) Level II background check in order to gain access to our facilities, staff, students, or families. The steps for completing this process will be sent to you once you have received study approval, and upon successful clearance, a security badge will be issued. If the study does NOT require interaction, in-person or virtual contact, a background check may not be necessary. OCPS employees already have security clearance and do not have to reapply.

Participant Types. Please indicate which participant groups you propose to include. For each group, you will need to provide information about their grade levels or departments, the number of expected participants, the activities they will complete, and the duration of the activities in minutes/hours. If there are multiple research activities such as tests, surveys, etc., then aggregate the total time it would take for each participant group in your study.

Instructional Time. Please briefly describe how any disruption to instructional time will be minimized. Stating that this is not applicable or 'N/A' is not an acceptable answer.

Timeline

This is also a mandatory section. When planning your research timeline, it is critical to include the application review period performed by the *Research Review Team* as part of the application process. Please note, the review timeline is subject to change during certain peak business times of the year (e.g., statewide assessment windows). You are encouraged to review the [2023-24 School Calendar](#) and [2023-24 OCPS Assessment Calendar](#) prior to completing this timeline.

Before entering your timeline, take into account the 71 calendar days for the OCPS internal review process when estimating your timeline. Please note, only completed applications are reviewed by the *Research Review Team*. Once your application is reviewed, you will receive one of three responses: (a) Research Notice of Approval (R-NOA), (b) revise and resubmit, or (c) rejection. If you receive a revise and resubmit, the *Research Review Team* will respond within 20 calendar days after receiving all required revisions.

To complete this section, estimate the amount of time it will take to perform all research activities, including data collection (on-site or virtually, via survey/questionnaire or via an archival data request), and report writing. Also include the estimated submission date of your final report to your institution. This will help you determine when an Executive Summary or abstract can be submitted back to OCPS.

Once you have received a formal R-NOA document, if any of your estimated dates change by more than 30 calendar days, you must submit an updated timeline to research@ocps.net. If other components of

your application change after approval, such as the methods or data collected, you must submit a Change/Renewal Request Form.

We require all studies completed in OCPS to culminate in an Executive Summary or abstract within 45 calendar days of the R-NOA expiration date, which is one year after approval. If you believe this will pose a problem, please email us as soon as possible at research@ocps.net. To submit your Executive Summary or abstract, please complete the [2023-24 Cover Page for Executive Summary Form](#) and send it along with your submission to research@ocps.net.

Document Uploads

Uploading and Submitting. The final page of the 2023-24 Research Request Form is a portal for submitting all the applicable items provided on your checklist. A short sample is below.

Figure 7. 2023-24 Research Request Form Portal to Upload Required Documents

Please upload all required documents in the appropriate location below.

Not all documents are required for all applicants.

Please see the checklist provided on your Applicant Information Form for the documents you will need to upload.

Please review the [Application Process Guide](#) for specific instructions regarding the documents.

Files cannot exceed 100 MB and only one file can be uploaded on each link. Please review the [Application Process Guide](#) for instructions on creating ZIP files to combine documents.

2023-24 Applicant Information Form

Drop files or click here to upload

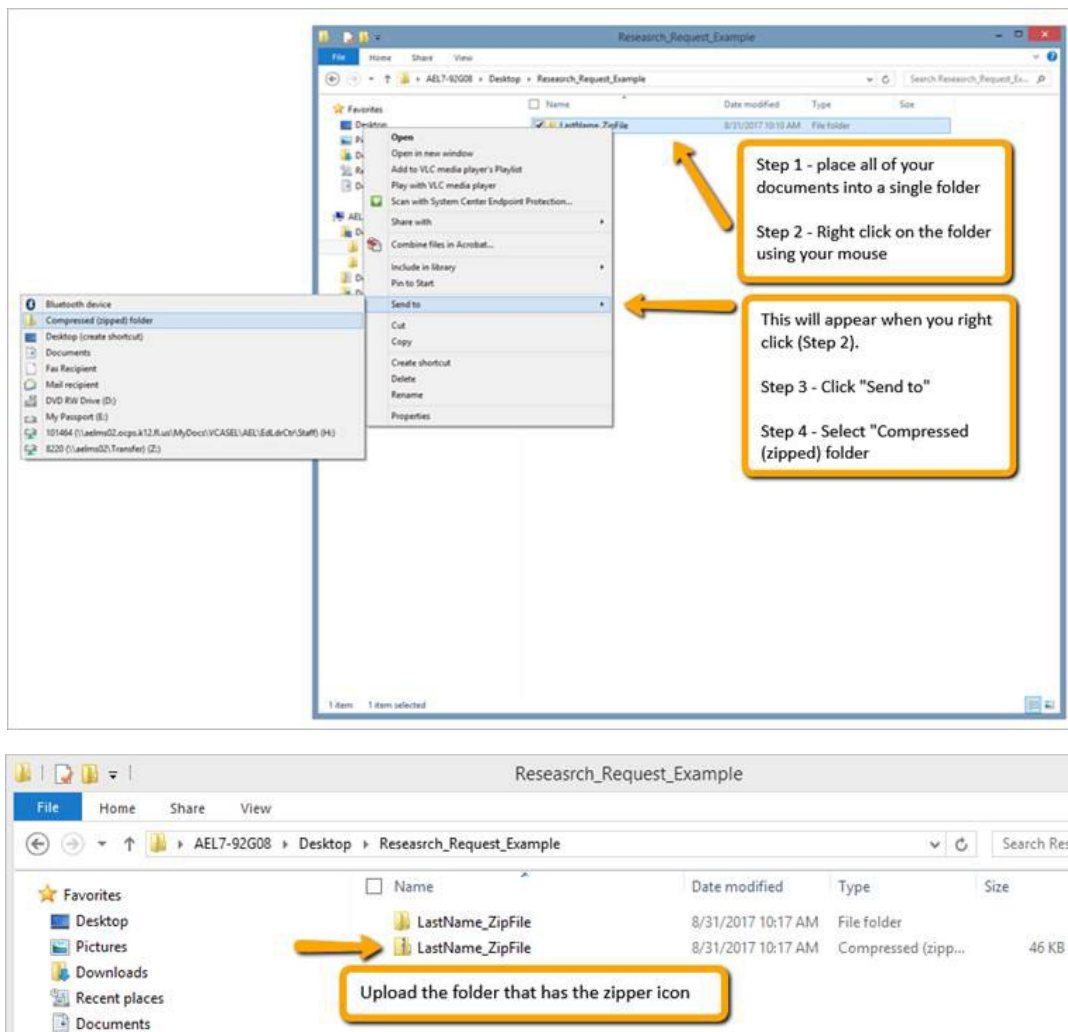
Certificates of completion from a human subject research training course. You must provide one for every member of the research team. Certificates must be awarded within the past five years and cannot expire during the research study timeline.

If you have more than one, they must be uploaded as a single ZIP file.

Drop files or click here to upload

In some cases, you will be asked to merge multiple documents together, such as if you have multiple instruments or consent forms. If this is the case, please upload these documents (see the checklist provided on your **Applicant Information Form**) as a single ZIP file (no larger than 100 MB). Only one file can be uploaded to each drop box section. If you wish to replace a file, upload the current version and it will automatically replace the former one. Instructions for creating ZIP file are below in Figure 8.

Figure 8. Saving Multiple Documents as a Zip File



Once you have uploaded your materials, email research@ocps.net to alert the Research Review Team of the Research department that your information is complete and is ready to be reviewed. Please note, the 40-calendar day review period will only begin once a submission is deemed complete by the Research department.

Applicant Assurances

This mandatory section consists of statements pertaining to assurances of the applicant and the conduct in which research will occur. Read each statement carefully, as you will be responsible for adhering to

each one. Please note the inclusion of Florida HB 1557 - Parental Rights in Education. With this new legislation, OCPS will allow for parent review of all data collection instruments intended for students (surveys, interview protocols, or focus group protocols). You must include your electronic signature at the end of the form.

You will have 12 months from the date of approval to complete your research project. If additional time is needed to complete your approved research, you will need to submit a **Change/Renewal Request Form** to OCPS for an extension. If your submitted application and corresponding materials remain inactive after the review is completed, for a period of two months, you must reapply.

Step 3: Application Review

Application Review

Alerting the Research Review Team. Alert the *Research Review Team* at the Research department that you have submitted a completed application by emailing research@ocps.net. This email will indicate that you are ready to start the review process. Your submitted application will be prescreened to ensure it is complete before the review can begin. You may be notified if there are any missing elements to your application. Only completed applications will be reviewed. Allow for a review period of 40 calendar days from the date of your completed application submission. During the review period, you may be contacted with additional questions. At the conclusion of the review, you will be notified of the status of your application; whether your research request has been approved, rejected or indicates a need for revision and resubmission. You can expect to receive ongoing communication about the status of your application from our department during these key points in the process: confirmation of receipt of your application, when it's being screened, when it's undergoing a full review by members of the Research team, when it's in the principal invitation stage (if applicable), and whether it was approved or rejected.

Review Timeline. The following table outlines the timeline of the review sequence and will assist you in planning for your study.

Review Activity	Timeline*
1. Review process by OCPS Research Team	• 40 calendar days
2. Review by OCPS department leaders**	• 10 calendar days
3. Site Administrator notification and review of data collection instruments intended for students by parents/legal guardians**	• At least 10 calendar days
4. Archival Data Request (if applicable)	• At least 2 weeks (this may occur simultaneously with the site administrator notification process)
5. Research Notice of Approval (R-NOA)	• At the conclusion of the Review Process
6. Security Clearance (if applicable)	• 7 days (average clearance cycle)

*If your study includes student surveys and other data collection activities at schools, it may take up to 71 calendar days to complete the research review.

**This applies to studies with data collection from students.

1. **Review Process.** This may involve multiple reviews (each subsequent review may take an additional 20 days). Please be aware that data collection during the statewide standardized assessment period is prohibited. Please plan accordingly.
2. **Site Administrator Notification.** The Research department internally notifies site administrators of the selected schools or departments, as indicated in the application, that their involvement is requested. Site administrators must provide acceptance to be involved in your study. R-NOAs are then issued. Principal invitations are not sent during summer break, winter break, or spring break. In addition, the Research department avoids sending invitations the first and last weeks of each semester as these are particularly busy times for principals. Please note that recruitment is considered a research activity (e.g., contacting OCPS staff inviting them to participate) and must not be started before you receive the R-NOA.
3. **Archival Data Request.** Requests for archival data are processed by the Research department. Contacting individual schools, departments or staff to request OCPS database data is prohibited.
4. **R-NOA.** Research activities must not begin (e.g., contacting principals, recruiting participants, visiting campuses, requesting data) until receipt of the formal R-NOA document and security clearance is completed, as applicable.
5. **Security Clearance:** Once your research request has been approved, each person on the research team interacting in-person or virtually with OCPS staff, students or families or visiting OCPS buildings, campuses or facilities must complete a background check and obtain an OCPS-approved Researcher badge (green color). (OCPS employees have already completed this process upon hire.) This background check is handled by the OCPS Fingerprint Management System (FMS). More details will be provided once research approval is obtained. Please see the table below for costs.

Vendor - Fingerprint Activity	Fee
1. First Time Fingerprinting	\$90.25
2. Annual Badge Renewal	\$15.00
3. Lost Badge Replacement	\$15.00

Revise and Resubmit. A revise and resubmit requirement of your research request signifies that your application has some deficiencies that must be corrected before the research review team can approve your research. For example, this may mean that your IRB is not currently active, your human subject research training certification has expired, you may be missing supporting documents or that consent/assent forms may need revision. Please address identified deficiencies and resubmit those portions of your application, as directed. Please note that any revisions required by the *Research Review Team* will result in another review period of 20 calendar days.

Research Notice of Approval. After the Research department (and sponsoring department if there are student data collections materials) has/have approved your research request, a research notification

correspondence is sent by the Research department to proposed participating site administrators. In order for you to proceed with final approval, the proposed participating site administrators (e.g., school principals) must agree to allow the study to occur at their location as well as provide access to study participants. For any studies including data collection instruments used with students (surveys, interview protocols, focus group protocols, etc.) principals will send materials out to parents to allow them the opportunity to review and opt out from having their child(ren) participate.

A formal Research Notification of Approval (R-NOA) document is sent to you by email with an attachment. The attached R-NOA document will contain an applicant identification number and an expiration date. When applicable, it will also list the schools that accepted to participate in the study. In the case where there are student data collection materials, the researcher will then be able to proceed with collecting informed consent and administering their student survey or conducting focus groups or interviews.

If indicated, you must address any security protocols (e.g., OCPS Approved Employee or Researcher security badge) before beginning any research activities. You may not access any OCPS building, facility or campus or interact with participants without an approved OCPS security badge.

The approved research is eligible for research activities for a period of one year. An approved research request means that you may proceed to the next step of your project (e.g., recruitment of research participants). Retain this R-NOA on your possession during your research activity period. Please remember, this R-NOA notice does not obligate administrators, teachers, students or families of students to participate in your study; participation is voluntary. Finally, it is expected that you report any unanticipated problems or adverse events related to subject participation of the approved research project to the Research department as well as a cc: to the site administrator via email at research@ocps.net.

Plan in advance of your R-NOA expiration date. You must renew your research request for as long as the study is active on an annual basis by sending an email to research@ocps.net along with a [Change/Renewal Request Form](#). Please submit your Change/Renewal Request Form 40 days in advance of your expiration date to allow time to review your request and to provide for a smooth continuation of your research project.

Rejection. A research request that has been declined may not proceed further. No research activities may begin or occur with any OCPS party related to the proposed research. Please refer to the [Common Reasons for Application Rejection](#) document located within the *Supporting Materials* section of the Research [website](#) for further details.

Glossary of Application to Conduct Research Materials

Applicant Information Form	A form that requests general information about you and the purpose of your research request using an online platform. This is the first step in the OCPS research application process.
Application Process Flow Chart	A graphic representation of the application process in a brief 3-step format.
Application Process Guide	A guidance document that walks you through the research request process, inclusive of graphics and resources.
Available Data Elements	A detailed list of archival student or teacher data available through OCPS databases.
Change/Renewal Request Form	A form required to submit a change related to your overall research protocol or to request a research renewal to extend the timeline of your research project.
Common Reasons for Application Rejection	A list detailing the most common reasons that your research request could be denied.
Cover Page for Executive Summary	A cover page that should accompany your Executive Summary or abstract submission. This form requests general information about the author and the project studied. The executive summary or abstract should not exceed one page and includes an introductory description, research questions, and a summary of the research findings.
Criteria for Approval	A list detailing the main criteria used by the Research department to approve your research request.

Fingerprint Management Systems (FMS)	FMS is a system designed to process your fingerprints required for a background check. Instructions will be provided along with a specific identifier (i.e., provider name, license number and provider number) to be entered into the system.
Informed Consent Guide	A guidance document that walks you through the main components of an informed consent form inclusive of an example.
OCPS Employee Graduate Student Course Assurances	A form that outlines assurances to OCPS that necessary precautions and procedures related to research are followed. This form is designed for OCPS employees engaged in graduate student course work that does not result in a thesis, capstone or dissertation.
Research Agenda	The OCPS research priorities set for the school year.
Research Request Form, 2023-24	A form that requests the critical content (e.g., purpose, protocol, methods, etc.) of your proposed research project within Qualtrics. Consult the checklist provided in your Applicant Information Form to determine whether you need to complete this form.