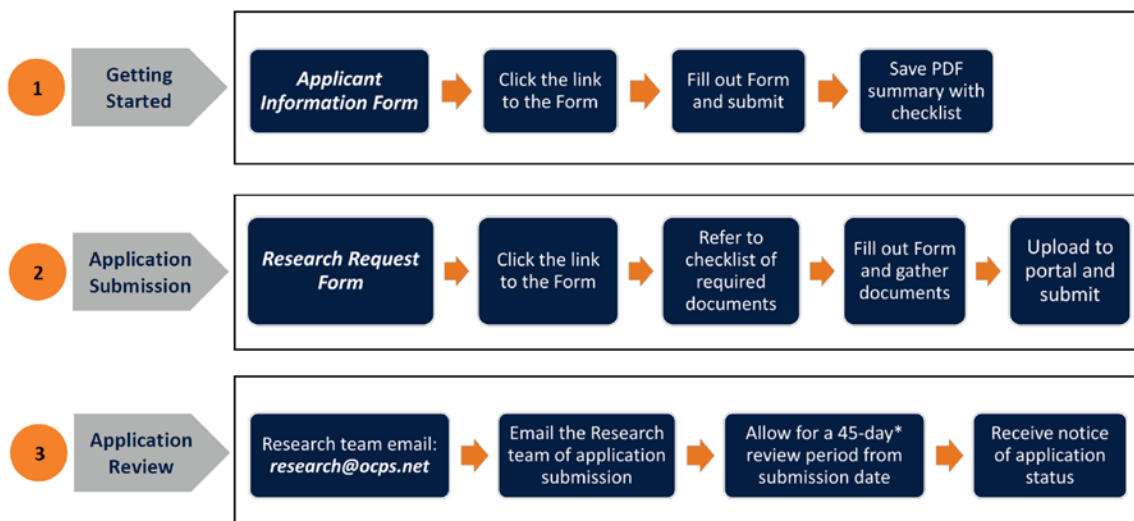


OCPS Application to Conduct Research Application Process Guide

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 [2020-21 Research Request Form](#), if required. It will also demonstrate how to upload all of the required materials using an online portal. 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 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. After submitting the Applicant Information Form, a personalized checklist will be automatically generated to guide you through the preparation of your application. Specifically, this will provide you with application materials by name needed for submission. Additionally, a link to the Research Request Submission Portal will be provided to you on the last page of the Applicant Information Form, once submitted, for your reference. In the next step, Application Submission, complete your application by following your personalized checklist. It is important to follow your checklist as not everyone will be required to fill out all of the materials available. When you have finished your checklist, upload and submit the entire application inclusive of supporting materials within the portal. Finally, in the last step, Application Review, alert the *Research Review Team* at the Research and Evaluation (R&E) 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.



*The review period may be extended if revisions are requested by the research review team.

Please refer to the application resources located on the R&E [website](#) for further details. If you have any questions about completing the application, please contact us at research@ocps.net or call Mary Ann White, R&E section leader, at 407.317.3370.

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 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.

Option	Description
1. Graduate-level thesis, capstone or dissertation requirements of a college or university	<ul style="list-style-type: none"> Select this option if you are conducting research as part of the completion requirements for a master's 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 of a particular field or profession (e.g., education, science, health)	<ul style="list-style-type: none"> Select this option if you are conducting research that is not connected with coursework or completion requirements for a master's or doctorate degree.
4. Fulfillment of OCPS AP Research coursework requirements	<ul style="list-style-type: none"> Select this option if you are conducting research as part of OCPS AP Research coursework requirements. Only AP Research course instructors should complete this form.

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 of your submission. Refer to Figure 1 for a sample checklist. This sample checklist highlights the **2020-21 Research Request Form**, item 1 of the list. The remaining items on the checklist are things you must provide as part of your application. Further, items 9 and 10 explain the saving the **Applicant Information Form** as a PDF summary of your responses (shown in Figure 4) along with uploading files (shown in Figure 3). The **2020-21 Research**

Request Form is available on the R&E website. However, it does not need to be completed in all circumstances (it should only be completed if it is indicated on your checklist).

Figure 1. Sample checklist.

OC **Orange County**
PS **Public Schools**

OCPS 2020-21 Applicant Information Form

Your information has been recorded. Please download a copy using the "Download PDF" feature below. You will need to send a copy of this with your other application materials (see the checklist below).

Visit our [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. You will then need to upload all required documents, as applicable, to the [Research Request Submission Portal](#).

If you have any questions regarding the 2020-21 OCPS research request process, please call the Research and Evaluation (R&E) department at [407.317.3370](tel:407.317.3370) or email research@ocps.net.

Graduate-Level Thesis/Capstone/Dissertation Research Checklist

1. Complete the 2020-21 Research Request Form (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, if applicable.
7. Provide copies of all informed consents and student assent forms, if applicable.
8. Provide copies of all IRB letters (if applicable).
9. Provide a copy of this form. You can save a PDF copy below.
10. Upload electronic copies of items 1-9 to the Research Request Submission Portal at the link above.

Research Requests are only reviewed when applicable items 1-9 have been completed and uploaded. Only completed applications are reviewed by the Research and Evaluation (R&E) team. Allow 45 calendar days for the review process after all required materials are submitted. After which, you will receive one of the three responses: (a) Research Notice of Approval, (b) Revise and Resubmit, or (c) Rejection. If you receive a Revise and Resubmit response, the R&E team will respond within 20 calendar days after receiving all required revisions.

All items on your checklist, as applicable, must be done before your application is considered complete, and ready to upload through the submission portal. Incomplete applications will not be reviewed. The **Research Request Submission Portal** is accessible through a link on the final screen of the Applicant Information Form after clicking the Submit button (see Figure 2). This link will allow you to upload all of your application materials (see Figure 3).

Figure 2. Click the Submit button for the Checklist and Research Request Submission Portal.

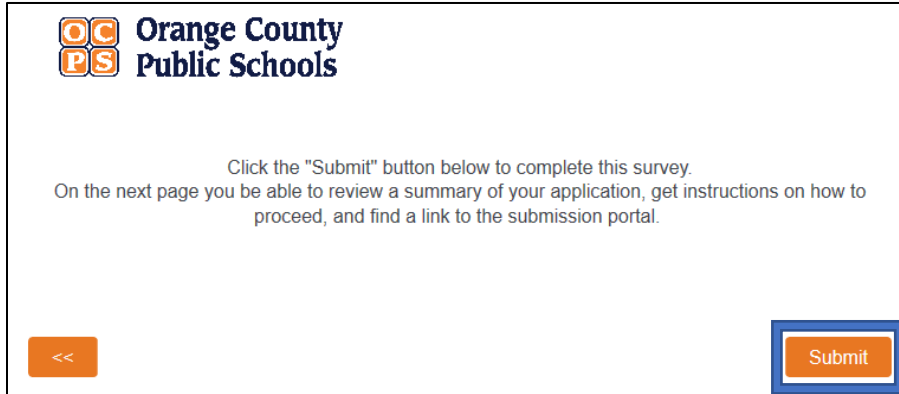
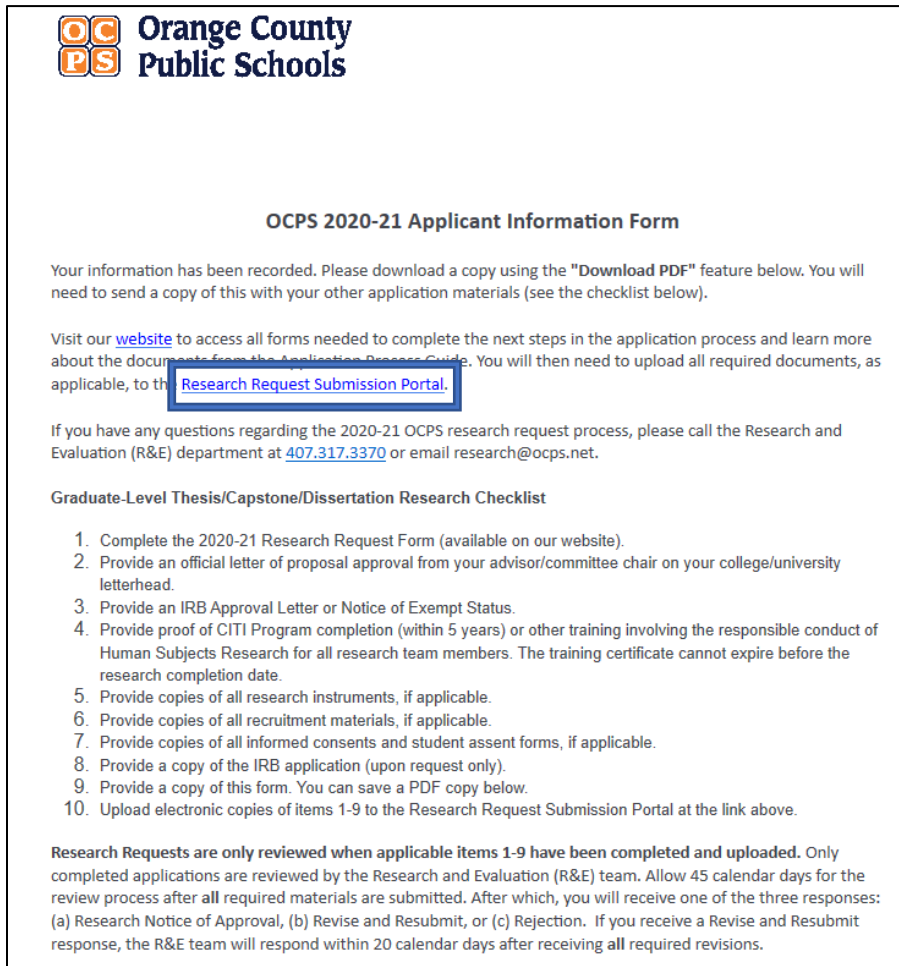


Figure 3. Link to the Research Request Submission Portal.



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 in Figure 4. This summary will include a copy of your personalized checklist (refer to Figure 1 to view a sample checklist).

Figure 4. Download PDF summary report of your responses.

Download PDF

Below is a summary of your responses

Applicant Information Form

Thank you for your interest in conducting research at OCPS. We are committed to approving research with a clear, direct benefit for the district. Please note, a link will be provided to complete the application at the end of this form.

Navigation Tips:

- Each time you click the Next (>>) button in this form, your entries are automatically saved using enabled cookies on your computer. You may close the browser and return to your application at a later time on the same device.
- You may edit your previous entries by clicking the Back (<<) button.
- A progress bar along the top will display your progress in orange.

If you have any questions or feedback about the application process, please email research@ocps.net or call Mary Ann White at [407.317.3370](tel:407.317.3370).

Applicant Information

Salutation	<input type="text" value="Ms."/>
First Name	<input type="text" value="Researcher First Name"/>
Last Name	<input type="text" value="Researcher Last Name"/>
Preferred Email	<input type="text" value="first.last@ocps.net"/>
Preferred Phone Number	<input type="text" value="(407) 317-3200"/>

Applicant Mailing Address

Street	<input type="text" value="445 West Amelia Street"/>
City	<input type="text" value="Orlando"/>
State	<input type="text" value="FL"/>
Zip	<input type="text" value="32801"/>

Are you an OCPS employee?

Yes

No

Step 2: Application Submission

Application Submission

Filling out the Research Request Form. Now that you have completed the **Applicant Information Form**, please review the checklist to determine whether you need to complete the **2020-21 Research Request Form**. 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.

Navigation Tips for the Research Request Form PDF document. Please download the [2020-21 Research Request Form](#) and save it to your desktop or hard drive as a PDF file before you begin. Keep in mind the following tips:

- Make sure you are using an Adobe product to open the document.
- Save often as you complete sections of the document.
- Use the “tab” key to move quickly from field to field in Adobe.
- For text boxes, type as you would in any document. There is a character limit for each text field, please try your best to fit all responses into the given text box size.
- Hover over hyperlinked areas with your cursor to cause a hand icon to appear. For further assistance, you may click that area using the hand icon to go to a website or open an email, depending on the nature of the link.

Section 1 - 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 **2020-21 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.

Section 2 - Study Features

The goal of this section is to communicate the features of your research study in a clear and concise manner. The study features section includes the following elements: (a) title, (b) purpose/objective, (c) significance, (d) research questions/hypotheses, (e) methods, (f) sampling procedure, (g) risks, (h) data security and privacy, (i) reporting, and (j) compensation.

Please list the full title (and short title, if you are using one) of the research study/project.

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?” 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.

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.

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.

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. Please indicate whether a comparison or control group will be used.

Describe all potential risks associated with Orange County Public Schools' (OCPS) participation in this study. Please explain the level of risk, even if minimal. See examples of potential elevated risks below.

“This study involves vulnerable populations, such as ESE students or those engaged in early childhood education or children in high poverty or underserved areas.”

“This study involves sensitive topics, such as ESE or LGBTQ services or participant behaviors.”

Summarize your plan for maintaining the security and privacy of your data, whether on paper or digitally. Next, identify if any compensation or incentive are provided to participants.

Finally, 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.

Section 3 - Data Collection Method

In this section, you will select how you will be collecting data in your research study (see below).

Figure 5. Data Collection Method.

Section 3 - Data Collection Method

Which of these apply to data in your study? Select all that apply.

I will collect my own data using instruments (e.g., for observations, interviews, surveys).

- I understand that I must provide copies of all instruments, which may be uploaded along with other supporting materials to the Research Request Submission Portal.

I will require existing data from OCPS [Available Data Elements](#) (e.g., test scores, demographics).

- I will not request OCPS database data directly from individual schools or departments.
- I understand that all data must be requested from the Research and Evaluation (R&E) Department. Go to the **Section 6 – Data Requests** portion of this form to complete this information.

I will require existing data from OCPS that are not listed on Available Data Elements, which may be described by completing the **Section 6 – Data Requests** portion of this form.

Section 4 - OCPS Staff/Student/Family Involvement

This section only needs to be completed if you will require access to OCPS staff, students, or families. All information in this section must be provided.

All members of the research team intending to interact directly, whether in-person or virtually, with OCPS staff, students, or families, on OCPS sites, during events or otherwise must have a current OCPS-approved security badge or current Florida vendor badge. If you select “Yes” in this section, 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.

Section 5 – Protocols and Instruments

This section only needs to be completed if you selected, “I will collect my own data using instruments (e.g., from observations, interviews, surveys)” in Section 3 of the Data Collection Method. Indicate all research activities that are included in your research project.

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 size of your sample requested to participate in your research.

Please indicate which participant groups you propose to include, their grade levels or departments, the expected duration of research activities for each participant group, and the number of expected participants. List the duration of each participant group’s research activities in minutes/hours. For example, if you are administering a 30-minute survey to select students in grades 6-8, you would indicate the duration of research activities for students as 00:30, a half of an hour (i.e., HH:MM format). If there are multiple tests, surveys, etc., aggregate the total time it would take for each participant group in your study. Further, please briefly describe your recruitment methods and how any disruption to instructional time will be minimized.

Section 6 - 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.

First, indicate whether you are selecting de-identified data or personally identifiable information (PII). Personally identifiable information (PII) will require a data use agreement. Requesting personally identifiable information (PII) through a data use agreement typically takes about 3-4 months to complete. The timeline can be extended depending on the volume of requests.

Use the list of [Available Data Elements](#) to name each data element required in the crosswalk (shown in Figure 6). 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 6 provides two examples of data requests.

Figure 6. Data Request Description Examples.

Data Element	School Years	Grade Levels	Data Request Population Please provide a list of school(s) or department(s) for which you are requesting data as well as a brief description about why you selected these school(s)/department(s).
<i>Example: FSA ELA scores</i>	2015-16	3, 4, and 5	<i>Population: Elementary School A. This school offers the reading program in which I am studying through this project.</i>
<i>Example: ESOL endorsement</i>	2015-16	6, 7, and 8	<i>Population: Middle school teachers with an ESOL endorsement from Middle School A, Middle School B, and Middle School C.</i>
1.			

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.

- The R&E 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.

Section 7 – Timeline

This is also a mandatory section. When planning your research timeline, it is critical to include the application review time 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 [2020-21 School Calendar](#) and 2020-21 OCPS Assessment Calendar prior to completing this timeline.

Before entering your timeline, take into account the 45 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 in Section 7 change by more than 30 calendar days, you must submit an updated timeline to research@ocps.net. If other components of your application also change after this time, 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 [2020-21 Cover Page for Executive Summary Form](#) and send it along with your submission to research@ocps.net.

Section 8 – 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. Sign and date at the end of this section. Electronic signatures are acceptable if done using a digital ID from Adobe Acrobat. Otherwise, a hand-written signature is required.

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 application and corresponding materials remain inactive for a period of six months, you must reapply.

Uploading and Submitting. The 2020-21 Research Request Form along with the applicable items provided on your checklist must be uploaded to the **Research Request Submission Portal**. The link to this submission portal is located in your saved PDF Applicant Information Form (see Figure 3).

As shown in Figure 7, the Research Request Submission Portal provides an area to upload your application materials as indicated in your checklist.

Figure 7. Uploading to the Research Request Submission Portal.

OC PS Orange County Public Schools

Please upload all required documents in the appropriate location below. Not all documents are required for all applicants, so please see the checklist provided on your Applicant Information Form. Files cannot exceed 100 MB.

When completed, please email research@ocps.net to notify the Research and Evaluation department that the applicable files have been uploaded and submitted.

2020-21 Applicant Information Form

Drop files or click here to upload

2020-21 Research Request Form

Drop files or click here to upload

Official, signed letter of approval from advisor/committee chair on college/university letterhead indicating formal approval to conduct this study, if applicable.

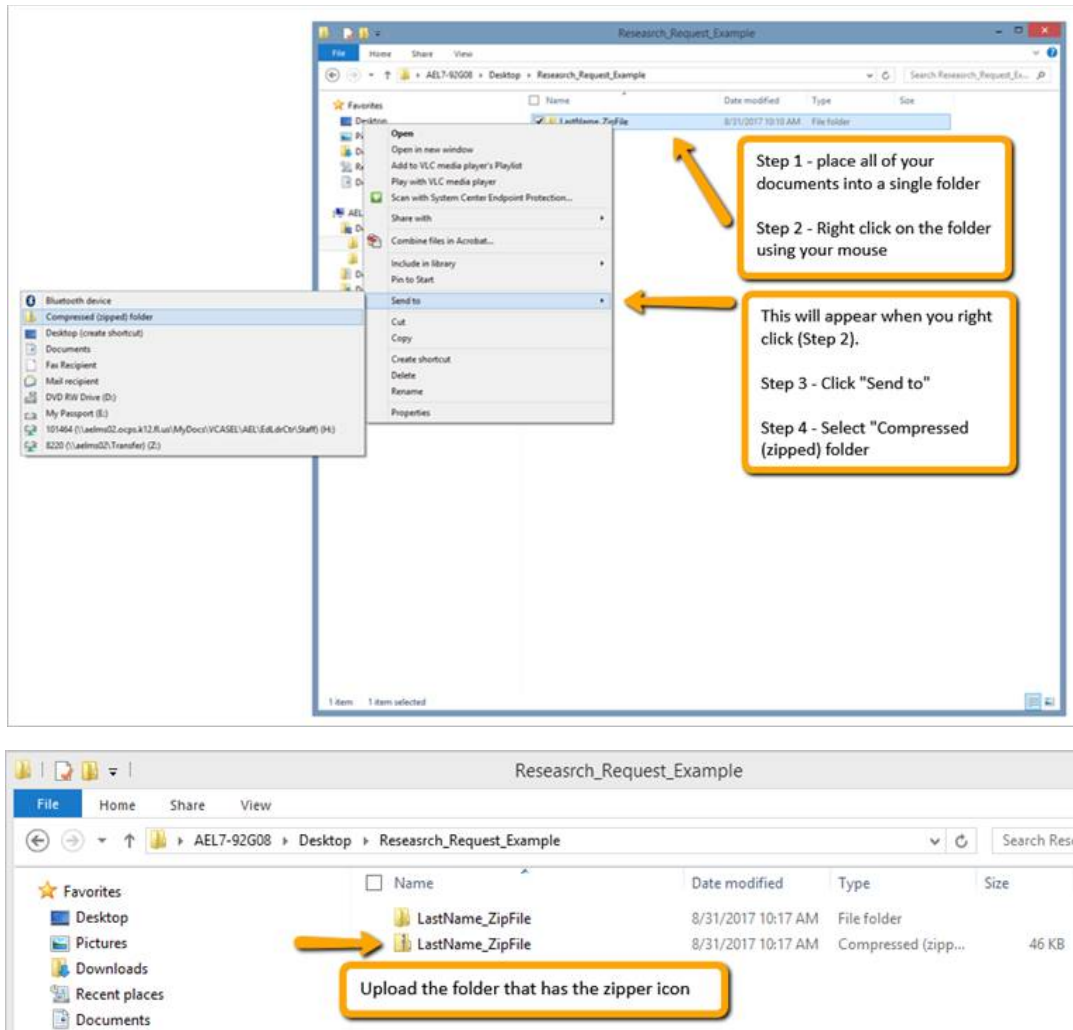
Drop files or click here to upload

IRB Approval Letter or Notice of Exempt Status

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). Once you have uploaded your materials, email research@ocps.net to alert the *Research Review Team* of the R&E department that your information is complete and is ready to be reviewed. Please note, the 45 calendar day review period will only begin once a submission is deemed complete by the R&E department.

Figure 8. Saving Multiple Documents as a Zip File.



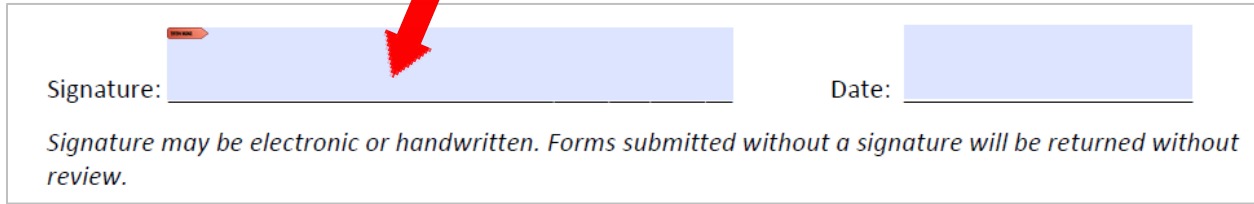
Sign Your Research Request Form. Please remember to sign your Research Request Form using an Adobe Acrobat secure digital signature. Make sure you have saved the Research Request Form PDF to your desktop or computer to add your digital signature.



A digital signature certifies that information is correct when you are not able to verify this information in person with a hand-written signature. A digital signature that locks a document signifies to the receiver that the document has not been edited by anyone else other than the signed person's name in the document. This is important when you agree to the research assurances in the form.

Don't have Adobe Acrobat Reader DC? It's free software. Go to this link <https://get.adobe.com/reader/>. You can set up your signature from the Adobe Acrobat Reader DC or directly from the Research Request Form.

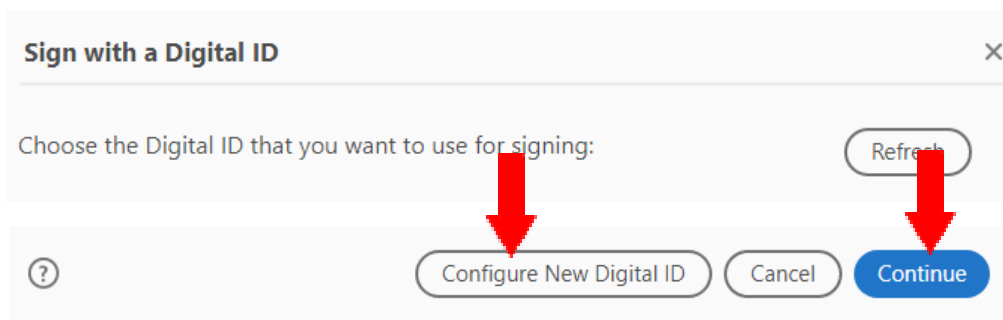
Click within the shaded area of the form to add your digital (electronic) signature.



Signature: Date:

Signature may be electronic or handwritten. Forms submitted without a signature will be returned without review.

Setting Up your Digital ID. A dialog box will appear that will ask you to *Choose the Digital ID that you want to use for signing.* You may select *Refresh*, if you already have a Digital ID set up and want to refresh it. Or, select *Configure New Digital ID*, if you need to set a new one up. Then, select *Continue*. This will allow you to set up a new digital signature.

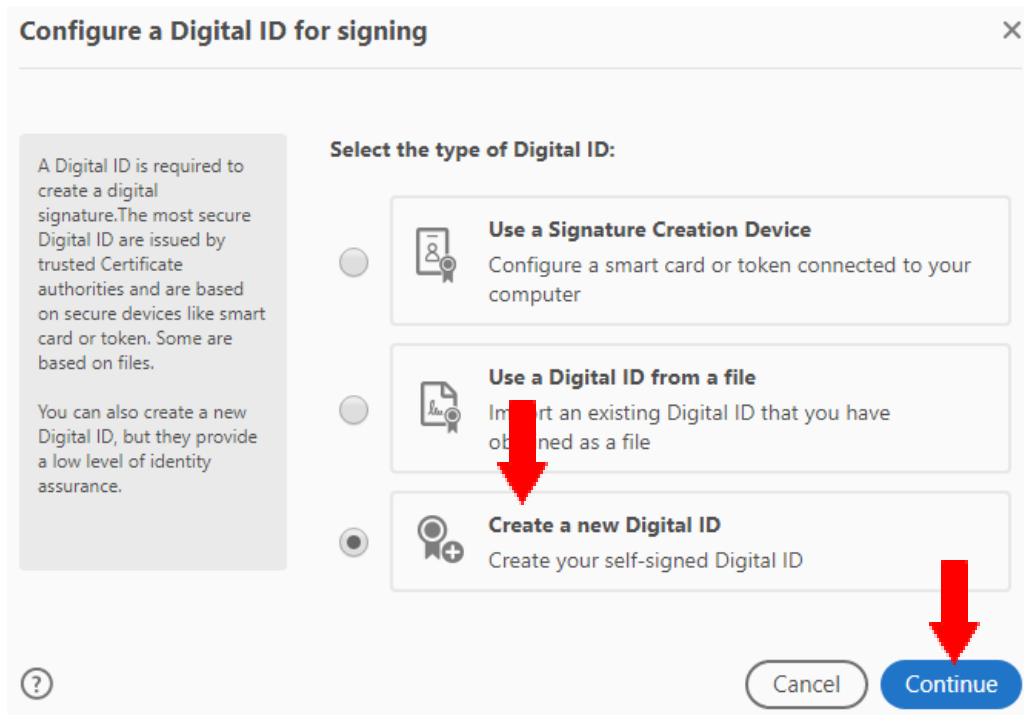


Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

? Configure New Digital ID Cancel Continue

Create a New Digital ID option. Select *Create a new Digital ID* option. Click *Continue*.



Configure a Digital ID for signing ×

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

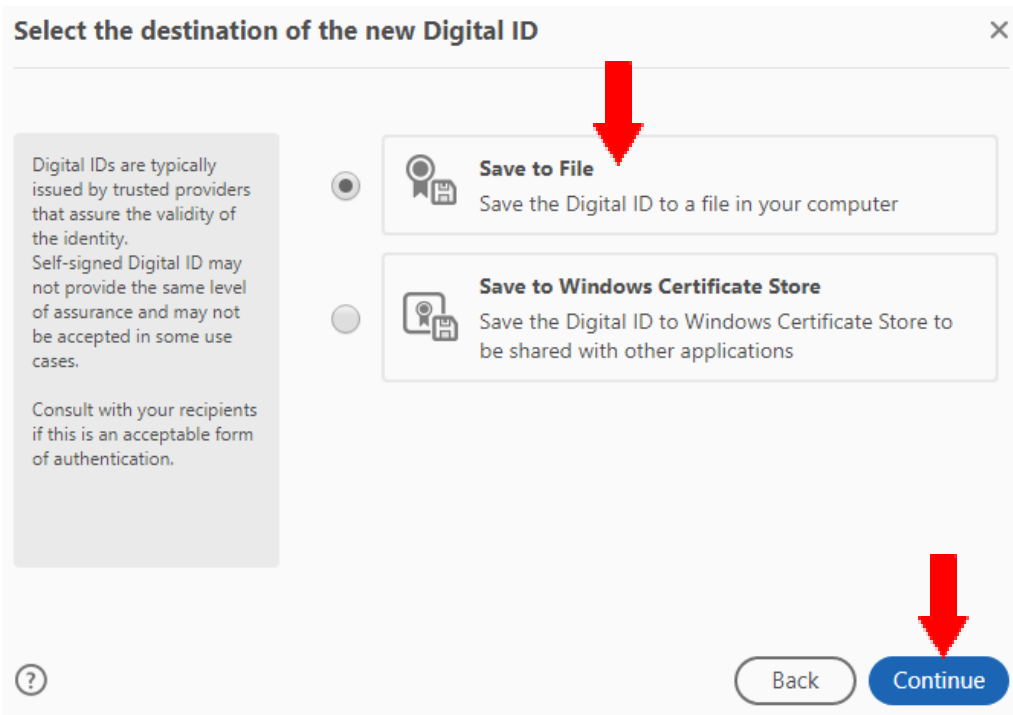
You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

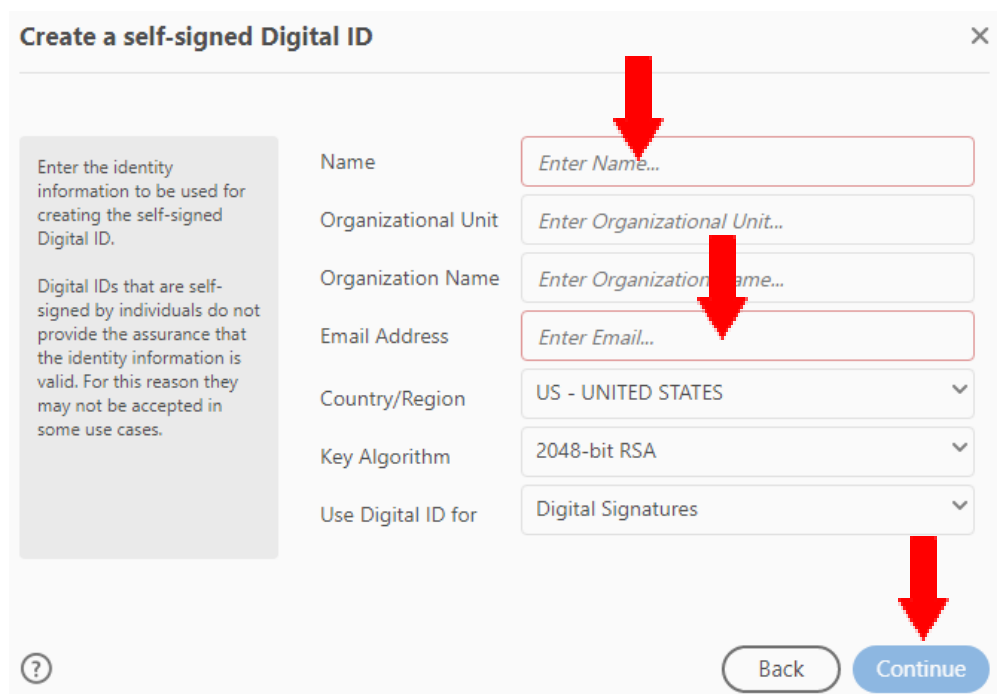
- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

? Cancel Continue

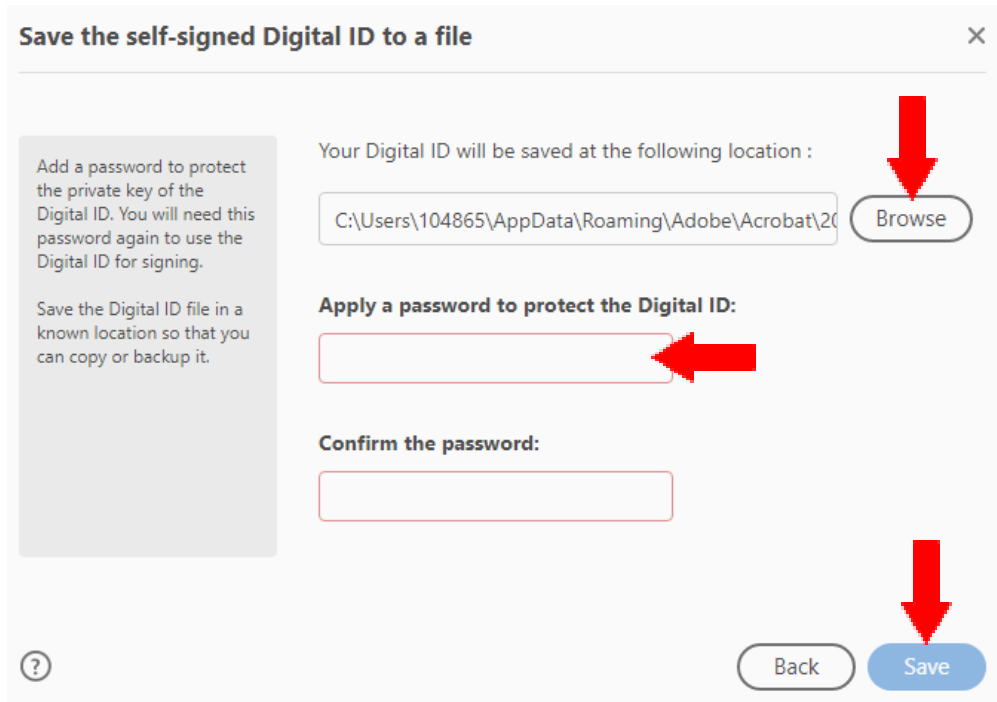
A *Select the Destination of the New Digital ID* dialog box will appear. Use the *Save to File* option (default), which will save the new Digital ID to a file in your preferred computer location. Click *Continue*.



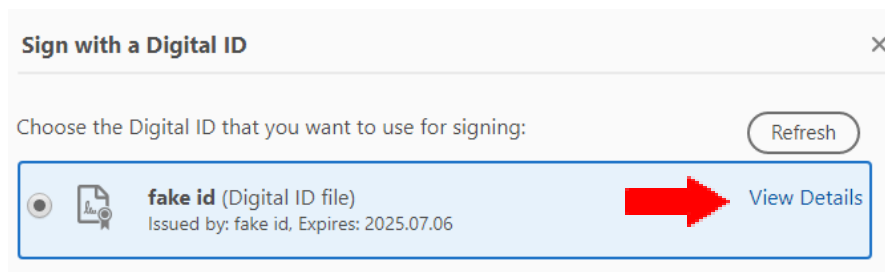
A *Create a Self-signed Digital ID* dialog box will ask you to enter your name and email address. Click *Continue*. (Once you have entered a valid name and email, the Continue button will no longer be faded.)



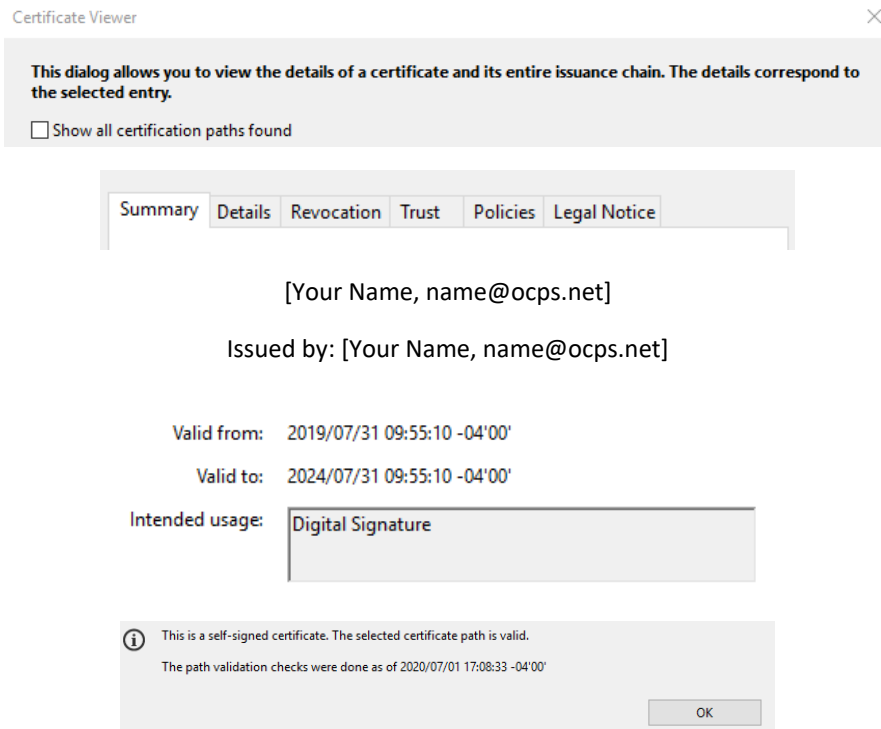
Next, you will need to save your Digital ID. Select your file using the *Browser* button. Then, apply a password to protect your new Digital ID, and confirm the password. Click *Continue*. (Once you have entered the file destination and your password, the *Save* button will no longer be faded.)



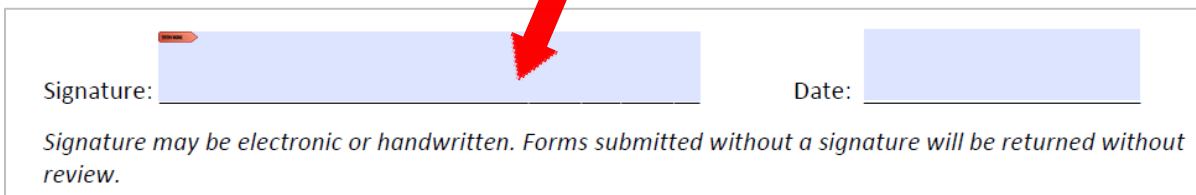
Your new ID should appear in the View Details window of the Certificate Viewer dialog box, and is good for five years.



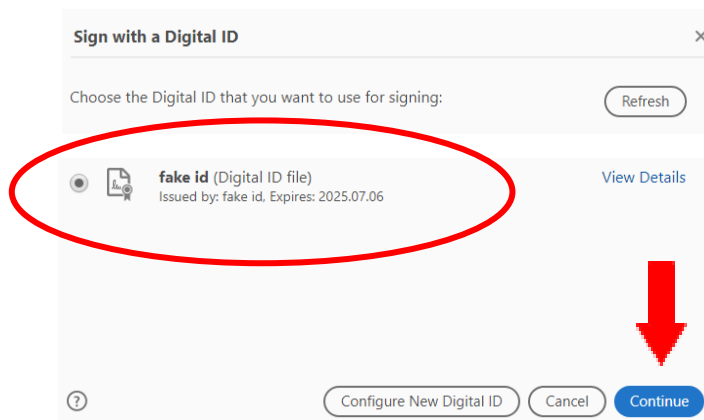
This View Details window allows you to view the information connected to the digital certificate and its entire issuance chain. Now, you are ready to add your digital signature to documents.



Go to your document. Click in the shaded area.



Click on the newly created ID that you set up and then *Continue*.



Enter your password for this ID. You are also able to lock the document by checking the *Lock document after signing* box at this point. Finally, click to *Sign*. Remember to save your signed document to your hard drive at your preferred location.



Step 3: Application Review

Application Review

Alerting the Research Review Team. Alert the *Research Review Team* at the R&E 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. Allow for a review period of 45 calendar days from the date of your complete application submission. You will receive an email from the R&E department director that your application has been assigned for review and the review process has begun. 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.

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	<ul style="list-style-type: none"> 45 calendar days
2. Site Administrator Notification (if applicable)	<ul style="list-style-type: none"> 2 weeks
3. Archival Data Request (if applicable)	<ul style="list-style-type: none"> At least 2 weeks (this may occur simultaneously with the site administrator notification process)
4. Research Notice of Approval (R-NOA)	<ul style="list-style-type: none"> At the conclusion of the Review Process
5. Security Clearance (if applicable)	<ul style="list-style-type: none"> 7 days (average clearance cycle)

1. **Review Process.** This may involve multiple reviews (each subsequent review will 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 R&E department internally emails site administrators of the selected schools or departments as indicated in the application requesting their acceptance to be involved in your study. 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 R&E 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 R-NOA 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 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 is handled by our OCPS service provider: FieldPrint. 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	\$82.50
2. Annual Vendor Badge Renewal	\$10.00
3. Lost Badge Replacement	\$10.00

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 or your CITI 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 R&E department has approved your research request, a research notification correspondence is sent by the R&E 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. 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.

A formal Research Notification of Approval (R-NOA) is sent to you by email with an attachment. The attached R-NOA document will contain an identification number and an expiration date. 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). Bring this R-NOA with you during your site visit(s). 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 R&E 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 45-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 [R&E 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 R&E department to approve your research request.
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.
OCPS Instructor AP Research 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 classroom instruction personnel engaged in Advanced Placement (AP) courses related to research.
Research Agenda, 2020-21	The OCPS research priorities set for the 2020-21 school year.
Research Request Form, 2020-21	A form that requests the critical content (e.g., purpose, protocol, methods, etc.) of your proposed research project within a PDF format. Consult the checklist provided in your Applicant Information Form to determine whether you need to complete this form.

Research Request Submission Portal	A portal for the submission of application materials. All application materials are submitted using an online platform. Access to this location is only accessible by completing the Applicant Information Form.
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