



OCPS Application to Conduct Research Common Reasons for Application Rejection

1. Applying prior to obtaining research approval or exemption through an Institutional Review Board (IRB) determination (a dated IRB form with representative name and signature must accompany the application to indicate the IRB determination)
2. Applying prior to graduate capstone/thesis/ dissertation proposal acceptance by corresponding student advisory committee (a dated letter on official letterhead with advisor/committee chair name and signature must accompany the application to indicate proposal acceptance)
3. Neglecting to submit requested attachments and/or revisions
4. Presenting unethical (e.g., violation of ethical practice) or unreasonable research designs or methods (e.g., time, cost, burden, fit)
5. Violating FERPA, Florida Statutes, Orange County School Board rules or OCPS Management Directives, as applicable (refer to relevant links on the R&E webpage)
Some examples may include, but are not limited to:
 - Requesting Social Security Numbers
 - Requesting other Personally Identifiable Information without a Data Use Agreement (e.g., Name and Date of Birth)
 - Submitting vendor-funded projects resulting in publication or marketing
6. Requesting census data over sample data (e.g., listing “all” of any particular participant group when completing the relevant application section pertaining to participants)
7. Scheduling data collection during statewide testing periods (refer to the OCPS Assessment Calendar)
8. Exploring controversial or sensitive subject matter
9. Timing or scope of study puts immense burden on participating school(s)/department(s) and/or selected participant group
10. Requesting data that are publically available and can therefore be accessed without OCPS involvement