



OCPS Application to Conduct Research Research Criteria for Approval

1. Appropriate Research Topic (for the public K-12 educational setting)
2. Fulfilled Application Requirements
 - All required application sections are complete, including signature and date
 - The timeline is clear and feasible (e.g., data collection achieved within a reasonable amount of time and non-disruptive to student instructional time or testing periods)
 - Participant data are not a “census” collection; instead, a sample is described
 - OCPS is able to provide data that may be requested, and staff are available to assist
 - A current and active Institutional Review Board (IRB) approval document is provided
 - For capstone/thesis/dissertation student researchers, a letter of proposal approval from the graduate faculty advisor/committee chair is provided
 - All research instruments are provided (e.g., surveys, interview protocols, etc.)
 - All research consent/assent forms are submitted
 - All other necessary forms and/or attachments are submitted (e.g., CITI)
3. Sound Research Design
 - The overall purpose of the study is clear
 - The research questions are relevant, clear, and address the research purpose
 - The intended audience is appropriately identified
 - The research instruments are free from overly biased or inflammatory language, appropriate for a K-12 educational setting, and will support the purpose of the study
 - The research methods are clear, well-developed, and aligned to the research purpose
 - Issues of confidentiality, privacy and security are sufficiently addressed
4. Useful Findings to OCPS Expected
 - The research is significant in nature and aligned to the OCPS Strategic Plan or Research Agenda
 - Potential benefits to the participants and/or the District outweighs the nature and degree of interruption
 - Potential risks to the participants are minimal and are communicated via consent/assent forms