



## **OCPS Instructor AP Research Course Assurances**

**Please read and sign this form prior to beginning research projects with students. Email your completed form along with your Human Subject/Research certification to [research@ocps.net](mailto:research@ocps.net).**

AP Research Course Instructor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Course No. and Title: \_\_\_\_\_ School: \_\_\_\_\_

As an OCPS AP Research Course instructor engaged in leading students through their research projects identified within the AP Research Course, I commit to the following assurances:

- 1. Human Subjects/Research.** Participating in human subjects/research training. For example, found at <https://about.citiprogram.org/en/homepage/> through most universities, or for free through the National Institute of Health (NIH) at <https://phrptraining.com/#/>. *Please submit a copy of this training certification to the R&E department.*
- 2. Research Methodology.**
  - a. Evaluation design. Conducting a sound evaluation design to address intended questions.
  - b. Analyzing/Synthesizing Information. Using appropriate analysis of qualitative/quantitative data.
- 3. Informed Consent/Assent.** Explicitly and actively seeking the right for prospective participants to accept/decline participation. All parents/guardians of children under the age of 18, adult participants, or prospective participants ages 12-17 have been informed in writing about project activities. Consent/Assent is not required if the student researcher is observing public behavior, actions are part of the regular school day or they are using archival data (i.e., existing data, records, or documents).
- 4. Ethical Research Practices.**
  - a. Protecting the rights and welfare of participants.
  - b. Not using deception of any kind in this project.
- 5. Permissions.** Obtaining permission from the site administrator (e.g., principal) prior to initiating research activities (e.g., recruitment or data collection) at other OCPS locations.
- 6. Communication.** Reporting any unanticipated adverse events, unforeseen problems, and complaints from participants to the OCPS Research and Evaluation (R&E) department and site administrator.
- 7. Accessing Information/Data Collection.** Complying with the OCPS Research and Evaluation (R&E) department's protocols and procedures in accessing information or collecting data.
  - a. Scope is limited to students' school or other District school campuses, student body and staff, or immediate community.
  - b. No external data request is made of the OCPS Research and Evaluation (R&E) department.
  - c. No data is produced, maintained or used in a manner inconsistent with FERPA or HIPAA.
  - d. The following data sources can be found:
    - [Florida School Grades](#)
    - [FDOE Interactive Reporting](#)

- [PK-12 Public School Data Publications & Reports](#)
- e. If the student researcher is intending to conduct a research project outside of this scope, the project must be escalated to Advanced Studies where a further review will take place in consultation with the R&E department before the project can begin.
  - 8. Data Storage/Analysis/Transfer.** Storing and analyzing all data on a secure OCPS computer. Data for this project will be transferred to another device or computer via external storage, email, or other means ONLY in aggregate form for the privacy and protection of personal identities.
  - 9. Data Safety/Security.** All data collection will have a data safety and security plan in place.
  - 10. Research Notice of Approval.** Please be aware that research activities cannot occur until a Research Notice of Approval (R-NOA) is granted by OCPS. Once assurances are signed, dated and submitted, you will receive an email from R&E with the formal R-NOA as an attached document within seven business days.

Please contact [research@ocps.net](mailto:research@ocps.net) if you have any questions.

AP Research Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_