

Before completing this form, please submit the Applicant Information Form.



OCPS Application to Conduct Research 2020-21 Research Request Form

Instructions. First, download and save this PDF file to your desktop or hard drive. This will allow you to enter your information more easily within each section. Then, on your saved copy, complete all relevant sections of the Research Request Form. You may hit 'Tab' on your keyboard to move through the fields. Save often as you complete the form. Should you have questions about the application process, please consult the Application Process Guide on the OCPS [Research & Evaluation](#) (R&E) website or contact the department at 407.317.3370 or research@ocps.net.

Section 1 - Applicant Information

Applicant Name

Salutation _____ First Name _____ Last Name _____

Preferred Email _____

Section 2 - Study Features

Title. What is the title of your research study or project?

Purpose/Objective. In a few sentences, describe why you are conducting this study.

Significance. How will your findings contribute to your field of study in a unique way? In addition, include how the study will **directly** connect to or support at least one objective in the [OCPS 2025 Strategic Plan](#) or district priority of the OCPS Research Agenda.

--

Research Questions/Hypotheses. Please list your research questions/hypotheses. It is not necessary to list every single question or subquestion. List only the most critical to the research project.

1.	
2.	
3.	

Methods. Please provide a **brief** summary of your research methods. Include specific actions you will take to meet the stated purpose or objective of the study as described above and that will answer the research questions. This may include procedures for research activities such as identifying participants, collecting data, and analyzing results.

--

Sampling Procedure. What sampling procedures are you using to identify potential participants? Please provide a brief description regarding your sampling techniques. Sampling should be appropriate to your study design. The size of your sample may be limited by the R&E department. For example, districtwide or schoolwide data collection may be prohibited. Please indicate whether your research project requires the use of a comparison/control group.

Risks. What are the potential risks for Orange County Public Schools (OCPS) to participate in this study? For example, does the topic of study pose potential risk or controversy? Or, will the study involve vulnerable populations or ask questions of a personal nature (e.g., drug use). See examples of potential elevated risks below. Please explain the level of risk, even if you believe the risk is minimal.

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

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

Data Security and Privacy. Please provide your data security and privacy plan for data management including collecting and storing your data.

“The following measures will be put in place to ensure data security or protect against possible loss of privacy or the confidentiality of individual participant information: _____ (describe your website encryption type, secure data collection procedures, data storage precautions, or de-identification methods).”

Reporting. Other than the mandatory one-page executive summary due to OCPS within 45 calendar days of the Research Notice of Approval (R-NOA) expiration date, what are your intentions for publication and/or presentation of the findings? Include internal publications required by your college or university, references to professional journals, book titles, articles or other publications and links, as applicable.

NOTE: We request removal of the OCPS district name, any names of schools, or names of any person within OCPS on any final reporting. If you wish to include these, we require you to obtain written approval prior to submitting abstracts/applications to publish or present. You may request this permission via email to research@ocps.net.

Compensation/Incentives. Does your study provide compensation or incentives to research participants and/or the school or department included in the research? Please use this space to describe any compensation or incentives as well as the conditions for receiving such compensation/incentives.

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

OCPS Staff/Student/Family Involvement. Does your research project involve direct interaction with OCPS staff, students or families?

NOTE: All members of the research team intending to interact in-person or virtually with OCPS staff, students, or families, on OCPS sites, during events or otherwise must have a current OCPS badge or current Florida vendor badge for security clearance purposes. More detail regarding the security clearance and badging process can be found in the Application Process Guide located on the R&E website.

- Yes, my research project involves direct interaction, in-person or virtually, with OCPS staff, students, or families.
- No, my research project does not involve direct interaction with OCPS staff, students, or families.

Section 5 - Protocols and Instruments

You have elected to collect your own data using instruments (e.g., for observations, interviews, surveys). Please fill out the remainder of this section, and remember to provide copies of all instruments during your upload to the submission portal.

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

- Test
- Survey
- Interview/Focus group
- Instruction
- Other, please specify:

Expected Schools/Departments. Please list all of the school names or departments that you seek to include in this research project.

NOTE: OCPS reserves the right to exclude schools or departments from participation in research for any reason including, but not limited to, current research commitments.

Expected Participant Information. 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.

NOTE: List the duration of research activities for each participant group in minutes/hours. For example, if you are administering a 30-minute survey to students, then you would indicate the duration of research activities as 00:30 (i.e., half of an hour in HH:MM format). If there are multiple tests, surveys, interviews, instruction or a combination of these, please combine the total time it would take for a participant in your study.

Participant Group		School Grade Level or Department	Duration of Research Activities (Hours:Minutes)	Number of Expected Participants
<input type="checkbox"/>	Students	Grade levels:		
<input type="checkbox"/>	Teachers	Grade levels:		
<input type="checkbox"/>	School-Based Administrators	Grade levels/role:		
<input type="checkbox"/>	Parents/Guardians	Grade levels:		
<input type="checkbox"/>	District-Based Administrators	Departments/role:		
<input type="checkbox"/>	Other Group	Please specify:		

Recruitment. 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.

NOTE: Contacting departments, schools or potential participants is prohibited prior to a research notice of approval. Recruitment is considered a research activity and must not occur until approval from our office is granted. Please upload all recruitment materials to the submission portal.

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

Section 6 - Data Requests

You have elected to request existing data from the Available Data Elements document or other OCPS data not outlined in that document. Please provide additional information below.

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.

- I will first apply for de-identified data by completing this form.
- Then, pending approval, I will email research@ocps.net with more information about the project, my institution, and a request to begin a working relationship with OCPS which may result in a DUA.
- I commit to a long-term conversation around this topic and management of the process.
- I understand that this includes legal components.

Data Request Description. Refer to [Available Data Elements](#) for correct terminology. List each data element separately with only one data element per row. If you are requesting data that are not included on the Available Data Elements document, please be as specific as possible.

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.

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.			
2.			
3.			

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).
4.			
5.			
6.			
7.			

Section 7 - Timeline

Enter approximate dates for each of the following research activity events. If not applicable, please type N/A.

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Timeline
		1. Data collection – Data from OCPS participants <i>Avoid the beginning/end of school year and statewide testing periods. See the 2020-21 School Calendar and 2020-21 Assessment Calendar.</i>
		2. Data request – Data from OCPS databases <i>Time needed will vary according to the complexity of the data request. Upon approval, allow a minimum of 2 business weeks.</i>
		3. Report Writing – Analysis and synthesis of findings <i>Allow time in your timeline to compile your data, conduct analysis and write reports.</i>
		4. Final Report – Submitted to institution
		5. Required Executive Summary or abstract due to OCPS <i>This should be within 45 days of the Research Notice of Approval (R-NOA) expiration date.</i>

Section 8 - Applicant Assurances

Submitting the OCPS Research Request Form indicates that you agree to the following statements and will adhere to OCPS policies:

1. I understand that contact with schools/departments and/or potential participants is considered a research activity and cannot occur until a Research Notice of Approval (R-NOA) is granted by OCPS.
2. The information available through OCPS is, by federal and state law, confidential and shall be used only for the authorized purposes. Under no circumstances shall records and reports of OCPS be released to any party unless such release is in strict accordance with the provisions, and to the entities identified in, the [Family Educational Rights and Privacy Act \(FERPA\) 20 U.S.C. §1232g](#); [34 CFR Part 99, chapter 119](#) and [section 1002.22](#), Florida Statutes; and OCPS School Board Policies [GCS](#), [KCE](#), [JRA](#), [EH](#), [EHB](#), and [EHBA](#).
3. Any data or information gathered for this research project will be used solely for the project outlined above; I understand that additional research projects using this data and/or information will need to be approved in advance by the OCPS Research and Evaluation (R&E) department.
4. The party receiving data acknowledges its obligations to the requirements of duties pertaining to confidentiality, privacy, and nondisclosure.
5. The information released by OCPS will be used by the party receiving the data for the purpose of generating aggregate statistics that will be used to evaluate educational programs or needs in Florida.
6. Deliberate or accidental misuse of information may result in loss of access, disciplinary action, dismissal or prosecution under the scope of all applicable federal and state laws and regulations.
7. **Data Requests.** 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 two business weeks. Requests involving other elements will take additional resources to complete.
 - a. We will make every effort to provide the data at no cost to the applicant; however, we will charge \$35/hour 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.
 - b. 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.
8. After approval of your research application, each researcher or research team member who interacts in-person or virtually with OCPS staff, students or families on OCPS sites, during events or otherwise must be prepared to show the following items at any time, and must provide the school principal or department administrator the following items prior to commencing research activities:
 - a. A copy of the Research Notice of Approval (R-NOA)
 - b. OCPS security badge or current Florida vendor badge
9. **OCPS Staff/Student/Family Involvement.** I understand that consent forms and student assent is required for research involving OCPS staff, students, or families.
 - a. Consent Form: Consent forms must be provided for all research participants. If the research will involve students, a parent/guardian consent or permission form must be provided. An IRB letter cannot excuse you from OCPS requirements.
 - b. Student Assent: Assent means a student's affirmative agreement to participate in research. Mere failure to object should not, absent affirmative agreement, be construed as assent. If the research will involve students, student assent is required. An IRB letter cannot excuse you from OCPS requirements. Methods for obtaining and documenting student assent must be determined in conjunction with OCPS prior to the start of any research activity in OCPS.
10. I understand that research approval does not constitute an endorsement for the research project. Approval reflects only permission to request the voluntary cooperation of OCPS staff, students or families.

11. I understand that every researcher or research team member requesting in-person or virtual access to OCPS staff, students or their families, whether on OCPS campuses, at OCPS-hosted events or otherwise must have an OCPS security or current Florida vendor badge, which requires fingerprinting and a background check before engaging in research activities. I understand that I will be responsible for the costs involved in the badging process.
 - a. This requirement applies to all researchers and members of the research team (the applicant, research assistants, collaborators, etc.) who interact with OCPS staff, students or families on OCPS sites, during events or otherwise.
12. I understand I must obtain permission to use the OCPS district name, any school name, or names of any person in research findings prior to a dissertation or prospectus defense, publication, presentation, and/or any correspondence regarding this research project. An email requesting permission may be sent to research@ocps.net. Otherwise, the OCPS district name, any school name or any personally identifiable information should not be included in any written or oral communication or publication regarding this research.
13. OCPS may request one complete copy of reports or products developed as a part of or outcome of the research project. No charge will be made of OCPS for any of these reports, copies, or products; and, all will be provided within 45 calendar days of the development of the report or product, or within 45 calendar days of the end of the study, whichever comes first.
14. I understand that OCPS requires an Executive Summary or abstract to be submitted within 45 calendar days of the Research Notice of Approval (R-NOA) expiration date, and that OCPS may post the required Executive Summary or Abstract on their [research website](#).
15. I understand that I will have 12 months from the date of approval to complete this research project; if additional time is needed, I will need to submit a [Change/Renewal Request Form](#) to OCPS for an extension.
16. I understand that I must complete and submit a Change/Renewal Request Form should any part of this application change.
17. I understand that I am obligated to report unanticipated problems or adverse events related to participant involvement that may occur in the context of an ongoing or closed OCPS-approved research project. If there are any unanticipated problems or adverse events, I will notify R&E immediately via email at research@ocps.net or by phone at 407.317.3370.

Signature: _____

Date: _____

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