Research Review Board



Strategic Analysis & Program Research

6400 Uptown Blvd, Suite 490 East

P.O. Box 25704

**Off-line Research Application Worksheet**

Albuquerque, NM 87125-0704

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| **Information & Documents you will need** |
| **For ALL studies:**   * Contact information for the applicant (Primary Investigator/PI) **and** ALL additional study personnel   + up to three additional researchers can be included on the application form itself; **however**,   + if there are more than three, a document with all personnel must be uploaded * *If* you are a graduate student researcher, your advisor’s contact information is required * IRB application/protocol *(required upload)* * IRB determination letter *(****if*** *the review is complete)* * *If* the study includes data collected by the district, you will be asked to **upload** a template or list of the data fields you will be requesting *(e.g., gender, grades, etc.)*   **For studies that will COLLECT data you will be asked to upload:**   * Participant recruitment materials * Consent and assent form(s)   *All documents* ***in each of these categories*** *need to be combined into a single file for uploading; this should include translations of any parent/student documents unless only L1 English speakers* *will be recruited.*   * Data collection instruments (by category)   + Survey(s)/questionnaire(s)   + Interview protocols   + Focus group protocols   + Observation protocols   + Measures of learning/achievement (to be administered by researchers) |

***Most* applicants will be required to provide a primary research focus.**

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| ***Responses are chosen from a drop-down list.***  **Choose the primary research focus area that best fits this study.**  ***If appropriate,* you can choose a secondary, and/or content area focus as well*.*** | **RESPONSE OPTIONS for**  **Primary Research Focus *(required)* &**  **Secondary Focus *(optional)*** | | **RESPONSE OPTIONS for**  **Content Area Focus *(optional)*** | |
|  | Attitudes, Beliefs, Characteristics & Perceptions  Counseling / Student Behavioral Health  Curriculum / Instructional Materials  Education Leadership / Policy / Funding  Evaluation (programs, systems, etc.)  Indian Education  Instructional Practice / Intervention  Language and Culture  Non-Instructional Program / Intervention  Social Emotional Learning  Special Education  Student Health / Nursing  Teacher Education / Professional Learning  Teacher Retention / Staff Wellness  Testing / Assessment |  | Math  Reading / Language Arts  Science / STEM / STEAM  Social Studies  College / Career Courses *(including. AP and Dual Enrollment)*  Fine Arts  Information Tech / Comp Sci  PE / Health  Athletics  General Enrichment |

**PRIMARY APPLICATION QUESTIONS / PROMPTS[[1]](#footnote-1)**

**SECTION ONE: Overall Study Description**

***(Complete for ALL Studies)***

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| --- | --- |
| **Explain the purpose and context of your research:** | ***Note:*** *response should address why the study is being proposed (why is it important?) & how it adds value to the corpus of research. Do* ***not*** *include why APS is a desirable context* ***here****.* |
|  |
| **List your research questions and, if appropriate, your hypotheses:** |  |
| **Describe, in detail, your study’s overall design and methodology:** | ***Note:*** *Response should focus on why the design and methods were chosen – how they facilitate answering the research questions. Details of data* ***collection*** *and* ***analysis*** *are addressed in later sections and should not be addressed here.* |
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**SECTION TWO: APS Participants & Locations**

***(Complete* ONLY *if study personnel will be collecting data in the district)***

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| **Proposed Participant Groups**  ***(3 Questions)*** | **Groups** | **Q1:**  **🗹** | **Q2:**  **How many**  **(in APS)** | **Q3:**  **Justification for each proposed group** |
| Students |  |  |  |
| Teachers |  |  |  |
| Principals |  |  |  |
| Other School Staff |  |  |  |
| Parents |  |  |  |
| District Personnel |  |  |  |
| Other (specify) |  |  |  |
| **Name all chosen APS locations *OR* describe the *types* of locations that will be asked to participate.** |  | | | |
| **Justify location choice(s) named *OR* type(s) of location described above:** | ***Note: this*** *is the response that should address why APS (and/or the specific locations chosen within it) is a desirable context for the study.* | | | |
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**SECTION THREE: Data Collection**

***(Complete* ONLY *if study personnel will be collecting data in the district)***

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| **Describe how data will be *collected.***  ***NOTE:* Address each type of data in the appropriate section ONLY.** | Surveys/Questionnaires |  |
| Interviews |  |
| Focus groups |  |
| Observations |  |
| Student work |  |
| Other artifacts  *(lesson plans, policies, etc.)* |  |
| Pre/post intervention measure(s) |  |
| Other (specify): |  |
| ***IF* collecting video, audio and/or photographic data, describe *when,* *where* and *how* this data will be collected.** | ***Note:*** *response should include how you will avoid capturing individuals who* ***did not*** *consent to participation, and/or how their privacy will be ensured if incidental capture is unavoidable.* | |
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**SECTION FOUR: Data Analysis**

***(Complete for ALL studies)***

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| **Explain how each type of data will be *analyzed,* and its relationship to the research questions.**  ***NOTE:* Address each type of data in the appropriate section ONLY.** | Demographics |  |
| Student achievement data *(test scores, grades, etc)* |  |
| Other student level data *(attendance, etc)* |  |
| Survey(s)/Questionnaire(s) |  |
| Interviews |  |
| Focus groups |  |
| Observations |  |
| Student work |  |
| Other artifacts  *(lesson plans, policies, etc.)* |  |
| Pre/post intervention measure(s) |  |
| Other (specify): |  |

**SECTION FIVE: Final Study Details**

***(Complete for ALL studies)***

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| --- | --- |
| **Describe your data security and human subjects protection procedures:** |  |
| **What APS resources will be required?** |  |
| **Describe the benefits of the study to APS and/or the field of education:** |  |

1. Not all application questions/prompts are included on this worksheet. Those that don’t require preparation (e.g., questions with Y/N response options) are not included. [↑](#footnote-ref-1)