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)
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***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 & PerceptionsCounseling / Student Behavioral HealthCurriculum / Instructional MaterialsEducation Leadership / Policy / FundingEvaluation (programs, systems, etc.)Indian EducationInstructional Practice / InterventionLanguage and CultureNon-Instructional Program / InterventionSocial Emotional LearningSpecial EducationStudent Health / NursingTeacher Education / Professional LearningTeacher Retention / Staff WellnessTesting / Assessment | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | MathReading / Language ArtsScience / STEM / STEAMSocial StudiesCollege / Career Courses *(including. AP and Dual Enrollment)*Fine ArtsInformation Tech / Comp SciPE / HealthAthleticsGeneral 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)***

|  |  |
| --- | --- |
| **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)