

Durham Public Schools Research Process and Application

Application Requirements:

Individuals wishing to conduct research projects in Durham Public Schools (DPS) must submit an application to Conduct Research by the application deadline and pay the required research review fee. Incomplete applications will be returned without review.

A complete application consists of:

- a. Application
- b. Research Proposal
- c. Curriculum Vitae or resume for the researcher and collaborators
- d. Data collection instruments and timeline for collection
- e. Institutional Review Board (IRB) approval, including the IRB submission
- f. As needed – a letter of support from the doctoral advisor
- g. Consent forms
- h. Assurance Letter
- i. Fee Payment
- j. Data Destruction Agreement

Research Review Process

Applications are reviewed based on the following criteria:

1. Alignment with the goals and objectives of the DPS Strategic Plan
 - Click [here](#) to access our current 2023-2028 DPS Strategic Plan:
2. Expected benefits to students, staff, and the District
3. Quality of research
 - Research studies that have a potential for misinformation, misuse of data, or studies requiring invasive physical examinations will **not** be approved.
4. Resources required of staff, students, and the District
 - *Research studies that require extensive intrusion on student and staff time and disruption of normal routines may not be approved.*
5. Alignment with Family Educational Rights and Privacy Act (FERPA) regulations.
 - Personally Identifiable Information (PII) from student, parent, or teacher educational records will not be disclosed without active consent.
 - All studies that want to survey students must now comply with the [Parent's Bill of Rights](#).
6. Alignment with Health Insurance Portability and Accountability Act (HIPAA)
7. The Institutional Review Board must approve research of the investigator's own institution.
 - A copy of the approval letter or exempt form must be submitted before implementation can begin.



- If your institution or organization does not have an internal IRB, you must obtain IRB approval or exemption from an independent IRB. Some examples of independent IRB institutions are: [Advarra](#), [PearlIRB](#), and [Solutions IRB](#)

8. In accordance with the Protection of Pupil Rights Amendment (PPRA), surveys that request students to provide information on the following eight areas may not be approved.

Political affiliations or beliefs of the student or student's parent;	Critical appraisals of others with whom respondents have close family relationships
Mental or psychological problems of the student or student's family	Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
Sex behavior or attitudes	Religious practices, affiliations, or beliefs of the student or the student's parent
Illegal, anti-social, self-incriminating, or demeaning behavior	Income, other than as required by law to determine program eligibility

Review Notification

Following a review of the application, the researcher will be notified by letter. If the project is approved, the letter will specify:

1. Procedures to be followed by the researcher
2. Special conditions or constraints that may apply to the project.

Principals will receive notification of proposals that have been approved. However, principals will have input in the decision to conduct research in their schools based on the priorities of their schools at the projected time of implementation. ***Participation from any school or district personnel is completely voluntary.***