

Statement of Agreement for Conducting Research 2017-18

This Statement of Agreement for conducting research, effective as of the ____ day of _____ 201_ is entered into by Durham Public Schools (DPS) and _____ for the research proposal entitled, _____.

For and in consideration of the mutual agreements contained herein, the parties hereby agree as follows:

- I. Obligations of the Researcher
 - a. Inform the schools and/or departments that the DPS Research Review Committee has approved the research proposal. However, this approval does not require participation. All schools and/or department participation in research is voluntary except where federally required.
 - b. Inform school(s) and/or departments of all aspects of research project, including any data collection, and the voluntary nature of their participation.
 - c. Loss of instructional time must be minimal. Student participation in the program cannot interfere with the implementation of Individualized Education Plans (IEP). Approval for research and the continuation of the program will be withdrawn if the program interferes with the implementation of an IEP.
 - d. Active written consent must be obtained by all DPS staff and for all research projects. DPS does not approve research that requires passive consent.
 - e. If students will not be on their primary campus for this study, a plan for handling emergencies and student unrest while off-campus must be submitted to the Research and Accountability Department, before students will be allowed to participate in the program.
 - f. When conducting research in schools, individuals shall abide by DPS standards of professional conduct and dress. Failure to do so will be cause for immediate termination of the study and retraction of research approval.
 - g. All researchers must sign and adhere to the DPS Data Sharing Agreement.
 - h. Upon conclusion of the research, a final report will be submitted to the Coordinator of Grants and Research at no charge. A copy of the final report must be submitted within two months of final data collection. However, if a more formal report is to be released, the author shall provide DPS a formal copy at no charge. The researcher further agrees to release this report for use by DPS without remuneration.
 - i. If exchange for the cooperation of DPS, the researcher agrees to present his/her results to the district's senior staff and other involved in the study at no cost to DPS.
- II. Obligations of DPS Staff or Designee
 - a. Review and fully understand all aspect of the research proposal. Contact researcher or DPS Office of Research and Accountability for clarification if needed.
 - b. Determine appropriateness of research based on staff feedback, school culture, current research and/or intervention initiatives and any other pertinent factors.
 - c. Designate an On-Site Research Monitor for the project.
 - d. Ensure researcher and On-Site Research Monitor collect consent forms from all participating parents and students. These must be kept on file at the school(s).
 - e. Abide by the DPS Data Sharing Agreement. Do not release any identifiable student data.
- III. Term. District approval shall be granted through the end of the school year in which the SOA was generated. All research must be completed by April 30.
- IV. Termination for Convenience. DPS may terminate this Agreement immediately and at any time with or without providing written notice to the recipient.



- V. **Monetary Terms.** DPS may not be required to fund, staff, or provide any other resources to support this research proposal.
- VI. **Modifications.** Any modification to the terms set forth in this agreement shall nullify this agreement. Any modification in the approved research proposal shall nullify this agreement.
- VII. **Compliance.** All research activities must abide by the Family Education Rights and Privacy Act (FERPA), DPS Board policies, and research proposal procedures. The researcher is aware of FERPA (1998 and 1996 Amendments) North Carolina G.S. § 115C or any other state or federal laws. All parties must abide the FERPA of 1998 and its 1996 amendments, as well as all portions of North Carolina G.S. § 115C that pertain to the use of education data, and agree to uphold both the legal and ethical intentions of each. As such, the researcher will not use secure data without proper notification or in any way that is prohibited by state or federal law. The researcher understands that to violate these laws risks the withdrawal of U.S. Department of Education funds and constitutes a misdemeanor under North Carolina law.
- VIII. **Corporate and For-Profit Research.** DPS does not participate in research that may ultimately be sold and/or marketed for profit.

_____	_____	_____
Primary Investigator	Signature	Date
_____	_____	_____
DPS Staff	Signature	Date
_____	_____	_____
DPS Research & Accountability Staff	Signature	Date