



Office of Assessment and Evaluation

1331 Franklin SE P.O. Box 117 Grand Rapids, MI 49501-0117
(616) 819-2076 Fax: (616) 819-2093

Research Request

Date _____

Title of the Project _____

All Researcher(s) Name(s) _____ Phone () _____

Researcher(s) Affiliation(s) _____

GRPS partner (if applicable) _____

Starting Date _____ Ending Date _____

Purpose of the Study

Benefit(s) of the Research/Project to the School/Community

Type(s) of Data to be Collected and Data Collection Time points. Please also attach all instruments and consent forms.

How will confidentiality and security of the data be maintained at all times? (Please note that you will be required to annually sign and fully comply with the GRPS FERPA Compliance Agreement if permission for this project is granted by GRPS.)

Location(s) where the data will be held and all individuals that will have access to this data (paper and/or electronic)

Population _____

Assistance Needed from GRPS _____

Estimated cost to Grand Rapids Public Schools and Source of Funds _____

1. The researcher shall obtain the written approval of the Director of Assessment and Evaluation for the research design, all research instruments, and all pieces of correspondence to school personnel or parents regarding this research prior to their actual use in the study.
2. Permission for a research project is given solely to the individuals listed above and only for the exact project, data collection instruments, consent forms, and data access specified above and included with this application. In addition, permission is for a period of no more than one school year. If the project is to last longer than one school year, a renewal application will need to be submitted and approved prior to continuing with the project beyond one school year.
3. If applicable to the project, researchers must receive written and signed approval from their college, university, or organization's Internal Review Board, Human Subjects Review Board, or other similar department prior to beginning their study. Approval of the research request by A&E is contingent on receipt of an institutional approval form. Copies of all documents (e.g., notification of adverse events, project updates, final reports) submitted to the college, university or organization's Internal Review Board, Human Subjects Review Board, or other similar department must also be provided to Grand Rapids Public Schools Office of Assessment and Evaluation prior to their submission to the IRB or HSRB.
4. Requests for district data, especially if they involve programming, may result in charges to the researcher to cover the district's costs. Those charges will be determined, communicated to the researcher, and agreed upon in writing prior to the initiation of the study.
5. The researcher must obtain written parental consent consistent with FERPA and PPRA law. Copies of these legal guidelines are available from A&E.

6. No data, articles, or reports based on this study shall be released by the researcher to parties internal or external to the Grand Rapids Public Schools without prior written approval of the Director of Assessment and Evaluation. The names of the parties to which the researcher intends to share data must be provided to A&E before beginning the study.
7. Activities of the researcher shall be in accordance with all federal, state, and local school district guidelines for handling student data and protection of the rights and privacy of parents and students.
8. The researcher must sign, and fully comply with all aspects of, the Grand Rapids Public Schools FERPA Compliance Agreement. This compliance agreement must be signed annually.
9. The researcher shall provide a report of findings for the data obtained from the Grand Rapids Public Schools in an acceptable format to the Director of Assessment and Evaluation.
10. The terms of this agreement may not be modified except by mutual written agreement between the office of Assessment and Evaluation and the investigator. Notwithstanding the foregoing, this agreement may be terminated by either party upon thirty days written notice to the other party at the addresses listed below.

Lead Researcher

(Name)

(Street Address)

(City, State, Zip Code)

(Signature of Lead Researcher)

(Institutional Affiliation)

(Date of Submission)

School District

Assessment & Evaluation

1331 Franklin SE P.O. Box 117

Grand Rapids Public Schools

(Signature of Approval)

A&E Representative

(Date of Approval)