



**OFFICE OF ACCOUNTABILITY**  
**Department of Research, Evaluation, and Assessment**  
**360 Colborne Street • St. Paul, MN 55102**

Telephone: (651) 767-8118 • Fax: 651-293-5374 • [rea.spps.org](http://rea.spps.org)

**TO:** Persons Requesting to Conduct Research in the Saint Paul Public Schools  
**FROM:** Stephen Schellenberg, Research Committee Chair

In order to conduct research in the Saint Paul Public Schools, your proposal will need to be reviewed by the district Research Committee. Committee members represent the interests of the district, in general, and serve to review both the qualities of the proposed work and its meaningfulness to our educational goals.

Please submit **SEVEN (7) COLLATED COPIES OF \*\*ALL\*\* DOCUMENTS INCLUDING REQUEST TO CONDUCT RESEARCH** and completed **PROPOSAL** by the deadline indicated. The meeting schedule is also included for your information.

**As of August 1, 2009: There is a moratorium on all external surveys until further notice.**

**Proposal Deadline**

Tuesday, July 7, 2009  
Tuesday, August 4, 2009  
Tuesday, September 1, 2009  
Tuesday, October 6, 2009  
Tuesday, November 3, 2009  
Tuesday, December 1, 2009  
Tuesday, January 5, 2010  
Tuesday, February 2, 2010  
Tuesday, March 2, 2010  
Tuesday, April 6, 2010  
Tuesday, May 4, 2010  
Tuesday, June 1, 2010

**Committee Meeting**

Tuesday, July 14, 2009  
Tuesday, August 11, 2009  
Tuesday, September 8, 2009  
Tuesday, October 13, 2009  
Tuesday, November 10, 2009  
Tuesday, December 8, 2009  
Tuesday, January 12, 2010  
Tuesday, February 9, 2010  
Tuesday, March 9, 2010  
Tuesday, April 13, 2010  
Tuesday, May 11, 2010  
Tuesday, June 8, 2010

A \$25.00 processing fee is required for all research proposals. Please include a check made out to Saint Paul Public Schools with your submission.

If you have any questions regarding the research proposal, please call 651-767-8118.

**Attachments**

F/N: Research-Proposal Application 2009-10

## **GUIDELINES FOR PROPOSAL TO CONDUCT RESEARCH IN THE SAINT PAUL PUBLIC SCHOOLS**

**Research conducted in the Saint Paul Public Schools should address issues of importance to the district, as reflected in the district's strategic plan (available at [www.spps.org](http://www.spps.org)). Studies focusing solely on the development and/or application of theory will rarely be accepted.**

Costs incurred by the schools (e.g., loss of instructional or preparation time) should be balanced by fair staff compensation and benefits that accrue back to schools and participants in the research activities.

Translation of consent letters is required where the student population includes students whose parents may not speak English as a first language.

Before any research is approved, support of building principals and relevant district-level administrators (e.g., Special Ed director, ELL director) is required. Letters of support from principals of selected sites are required, and letters of support from others involved in the project are helpful.

The proposal should be **four pages or less**, and written using language that is clearly understandable to a general audience. It must contain the following:

- I. Research basis and questions:** Provide a clear **statement of the problem** that is addressed by the research. This should include theoretical background with references to relevant prior research, as well as clear hypotheses and research questions.
- II. Design of the Study:** Your design should be explained in easy to comprehend, sequential steps from initial subject selection through data analysis and reporting. Provide specifics about subjects, selection procedures, time line, instrumentation and consent (see attached guidelines).
- III. Potential impact and value:** Provide a summary of the potential importance for research community and value for Saint Paul Public Schools.
- IV. Costs to the Saint Paul Public Schools:** Describe what will be asked of participants, how much time is required from them, if any instructional time will be lost, etc. Also, identify the district and school staff time required to provide data and other information for this project.
- V. Compensation:** Describe how you plan to compensate participants and district/school staff for costs listed above.
- VI.** List any **outside** agencies that are **supporting** the research and type of support provided.
- VII. Dissemination:** Please indicate your timeline and format for dissemination, maximizing benefits for students and staff. Upon completion of your research, please electronically submit an issue brief or short summary of your study, with references to the more in-depth report.
- VIII.** All appropriate use of **human subjects** in research approvals must be received before beginning the research. This includes having copies of all instruments to be used, including translation of materials where appropriate.

## CONSENT LETTER GUIDELINES

For any parent/student who is non-English speaking, translated versions must be provided and/or an interpreter must explain the materials to the parent/student. Translated versions are not required until after you receive final proposal approval.

We recommend a consent form that begins with a simple statement to be signed by the parent. This statement must include the following two points:

- A statement whether or not parents decide to allow their children to participate will not affect their, or their child's relationship with your organization or with the Saint Paul Public Schools.
- A statement that they or their child may withdraw permission any time.

Following this simple form should be a more detailed explanation of the study including the following:

- A statement about the purpose of the research. You may indicate that the Saint Paul Public Schools "has agreed to cooperate in the research." You should not use "has approved."
- The types of instruments to be administered to the child and/or the parents, a listing of any existing data to be obtained from school records, the amount of instructional time their child will lose, and where the research will take place.
- A description of the risks to participants, if any.
- The name of a contact person and phone number for parents who wish more information and/or who wish to review the instruments to be administered.

**Request to Conduct Research or Related Activities  
in the Saint Paul Public Schools**

**Please print all responses and send SEVEN (7) COLLATED COPIES of all forms to:**

Research Committee  
Saint Paul Public Schools  
C/O Department of Research, Evaluation, and Assessment  
360 Colborne Street—Third Floor  
Saint Paul, MN 55102

Date submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Check Amt: \_\_\_\_\_ Check #: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_  
(we will send a response to the above name at this address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Institutional affiliation: \_\_\_\_\_ E-Mail \_\_\_\_\_

Affiliation with Saint Paul Public Schools: \_\_\_\_\_

Descriptive title of your project: \_\_\_\_\_

List proposed school sites for research and dates of principal support letter(s). **(Required for research proposal):**

Participating St. Paul Public School Sites	Date of Principal Support Letter	Participating St. Paul Public School Sites	Date of Principal Support Letter

Listing of those within the above sites who will be asked to participate in the proposed research (i.e. students, staff, principal, others), the number of participants, and the time required for participation. For students, list the number of students at each grade level who will be asked to participate. Please note that translated surveys and consent letters are required:

Participants:	Number:	Time:	Translations

**TIMELINE OF PROJECT:** Beginning Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Research Final Report to Research Committee Date: \_\_\_\_\_

Collaborators on this project (include their affiliations): \_\_\_\_\_

Advisor's signature: \_\_\_\_\_

Advisor's name (print), title, and affiliation: \_\_\_\_\_

**OPTIONAL CHECK LIST  
FOR RESEARCH APPROVAL FORM**

Date submitted: \_\_\_\_\_  
Date Re-submitted: \_\_\_\_\_

Name: \_\_\_\_\_

Descriptive title of project: \_\_\_\_\_

**A. Does Research Proposal include the following?**

	Clear theoretical background with research citations
	Clear statement of the problem
	Clear hypothesis or research questions
	Design of the study: easy to understand, specifics about subjects, selection procedures followed
	Summary of the potential importance for research
	Costs to the Saint Paul Public Schools
	Compensation explained if applicable
	List of outside agencies supporting research and type of support provided
	Dissemination: timeline and format
	Human subjects guidelines followed (VIII)
	Benefits for participants (if any) are clear and believable
	Parent consent letter (if applicable)
	Translated consent letter (if applicable)
	Translated survey (if applicable)
	Advisor's signature (if you are a student)
	\$25.00 Application fee mailed
	Seven (7) collated copies of all documents