

Clarke County School District Research Proposal Submission Guidance



DISCLAIMER: Clarke County School District (CCSD) reserves the right to modify the research guidelines as needed. Therefore, CCSD reserves the right to request changes to new submissions and to multi-year approved research proposals at any time.

Revised January 2023

Table of Contents

Online Submission	3
Research Philosophy	3
Research Submission Windows	3
Types of Research	4
Full Proposal Submission	5
Short Proposal Submission	6
Research Review Process	7
Internal Review Board (IRB)	7
Photo/Video of Students	7
Research Reporting and	8

Appendices

Photo & Video Consent Forms	
English	9
Spanish	10

Online Submission

This guidance document provides important information for individuals seeking to conduct research in any Clarke County School District (CCSD) site; however, CCSD accepts research proposal submission through an online process only. You can find all information provided in this document and the online submission form at the following website:

<https://www.clarke.k12.ga.us/Page/874>

Research Philosophy

The mission of the Clarke County School District (CCSD) is to inspire students to achieve at high academic levels through challenging and innovative learning opportunities. The district is focused on building a culture of data literacy and evidence-based instructional impact that will provide greater educational equity, social justice, and college and career readiness for all students.

The purpose of the Office of Data and Research is to support the district by leveraging partnerships and additional financial, personnel, and informational resources. The Office welcomes research projects that are well conceived, articulated, implemented, evaluated, and reported. CCSD gives preference to research projects that will lead to increased student achievement; address the documented school needs; help administrators and teachers make data-based decisions; and align with the district's broad focus areas of literacy, numeracy, and social-emotional development.

The district enjoys excellent relationships with partner colleges and universities, processing up to 40 research proposals per year. Researchers must be aware that the CCSD student population is economically, ethnically, and racially diverse. The district is especially interested in the results of research projects that reveal challenging and innovative teaching strategies and practices shown to be effective with a diverse population of students.

CCSD encourages collaborative and innovative research activities that benefit both the researcher and CCSD students, and is pleased to provide access to schools, teachers, and students when doing so is in the best interest of children. The review process abides by two main guiding principles:

1. Preventing the undue disruption of the educational process.
2. Protecting the privacy of students, staff, and families, and ensuring compliance with state and federal law. The Federal Educational Rights and Privacy Act (FERPA) and Georgia State Board of Education confidentiality regulations are based on the idea that information about an individual student is private and confidential and generally may only be accessed with parent permission.

Research Submission Windows

Research proposals may be submitted to CCSD during the following two windows:

July 15th – October 1st

AND

January 15th - April 1st

It may take up to six (6) weeks to receive a response from CCSD. A researcher may receive an approval, denial, or a request for revisions.

Types of Research

Research includes various evaluation, measurement and inquiry activities that include, but are not limited to: (1) systematic investigation, including research development, testing and/or evaluation, designed to develop or contribute to general knowledge; (2) collecting and analyzing information aimed at discovering new facts and their correct interpretation to draw conclusions; and (3) quantitative and qualitative study activities such as observations, interviews, case studies, ethnographic analysis, analysis of written materials, secondary analysis of data, achievement testing, surveys, experimental designs to examine causal relationships, product testing, and analysis of cost and management records.

Internal Research includes research by CCSD employees who plan to conduct research on how to improve CCSD services and programs within their area of supervision as part of a work assignment or as part of their general job duties. Internal research requires approval by director supervisor prior to research activities. Researchers must submit the short proposal.

External Research - Student Master's Thesis or Doctoral Dissertation includes research conducted by any person to complete a Master's Thesis or Doctoral Dissertation. This includes CCSD employees completing a Master's Thesis or Doctoral Dissertation. Researchers must submit a full proposal.

External Research - Student Class Assignment includes research conducted by any person to complete a class assignment from an entity outside CCSD. This includes assignments from a college or university course or endorsement program, such as an Action Research assignment. This includes CCSD employees. Researchers must submit a short proposal.

External Research - Professional or Product Research includes: (1) independent research conducted by individuals, colleges/universities, organizations, or agencies not affiliated with CCSD; and (2) product research conducted by a company or entity to study a product's effectiveness or potential sale to CCSD. This includes CCSD contracted research in accordance with a contract or memorandum of understanding. Researchers must submit a full proposal.

Full Proposal Submission

Important Note for University of Georgia Researchers

Researchers from the University of Georgia are required to receive submission guidance from the UGA-CCSD Research Liaison:

- **University of Georgia Researchers (regardless of department/college):** Grace Thornton Burger (706-542- 9068; gthorn@uga.edu) at the Mary Frances Early College of Education

Policy Review

All researchers must review AND certify that they have read the following (links included in online form):

- CCSD notice regarding rights to privacy
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule
- CCSD District Strategic Plan
- Agreement to provide CCSD an end-of-project report and presentation for District staff

Full Proposal Content

Researchers completing a Master's Thesis or Doctoral Dissertation, OR Professional or Product Research will be asked to provide the following:

General Information

- Name; College/University/Organization; Department; Contact Information
- Proposal Title
- Proposal Topic
- Research Participants
- Research Sites (Note that the CCSD Review Team may direct you to work with different site/sites during the review process to ensure a productive outcome)

Proposal Content

- Proposal Abstract (1400 characters)
- Description of Target Population (1400 characters)
- Timeline of Research (1400 characters)
- Research Question and Hypotheses (2800 characters)
- Description of Project (4000 characters)
- Describe how this project will address needs of the district, school, or specific student groups, including any data used (2800 characters)
- Describe requirements of school/student/teacher/staff to complete this project, including time requirements. Specifically, how will you minimize the loss of instructional time required to complete this project? (2800 characters)
- Describe how this project relates to student academic achievement (2800 characters)

Proposal Attachments

- Any additional attachments, including IRB consent, assent, and/or parental permission forms; survey instruments; or any other pertinent documents related to research project. Please translate any parent/guardian permission forms into Spanish.
- If you have additional documents to attach, you may submit them in ONE combined PDF attachment within your online application form OR via email to both: Kellie Templeman (templemank@clarke.k12.ga.us) and James Barlament (barlamentj@clarke.k12.ga.us).

Short Proposal Submission

Policy Review

All researchers must review AND certify that they have read the following (links included in online form):

- CCSD notice regarding rights to privacy
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule
- CCSD District Strategic Plan
- Agreement to provide CCSD an end-of-project report

Short Proposal Content

Researchers completing a Master's Thesis or Doctoral Dissertation, OR Professional or Product Research will be asked to provide the following:

General Information

- Name; College/University/Organization; Department; Contact Information
- Proposal Title
- Proposal Topic
- Research Participants
- Research Sites (Note that the CCSD Review Team may direct you to work with different site/sites during the review process to ensure a productive outcome)

Proposal Content

- Proposal Abstract (1400 characters)
- Description of Target Population (1400 characters)
- Research Question and Hypotheses (2800 characters)
- Description of Project (4000 characters)
- Describe how this project relates to student academic achievement (2800 characters)

Proposal Attachments

- Any additional attachments, including IRB consent, assent, and/or parental permission forms; survey instruments; or any other pertinent documents related to research project. Please translate any parent/guardian permission forms into Spanish.
- If you have additional documents to attach, you may submit them in ONE combined PDF attachment within your online application OR via email to both: Kellie Templeman (templemank@clarke.k12.ga.us) and James Barlament (barlamentj@clarke.k12.ga.us).

Research Review Process

The CCSD Research Review Team will review your proposal, using the following general criteria:

- How will the project benefit students?
- How well is the project aligned with student/staff/parent needs?
- Does the project support, duplicate, or conflict with other CCSD initiatives?
- Is the research study coherent and well-designed?
- Does the research proposal require teachers or students to spend too much time away from classroom instruction?

It may take up to six (6) weeks to receive a response from the Review Team. A researcher may receive an approval, denial, or a request for revisions.

Internal Review Board (IRB)

For research institutions that require Internal Review Board (IRB) approval, proof of such approval must be submitted to CCSD before a researcher begins his/her project.

Photographing and Videotaping of Students

Photographing/videotaping of students for teaching purposes is allowed only if the following conditions are met:

- Researcher must have copies of special research-related release forms signed by the students' parents on file in CCSD's Grants and Research Office and at the target schools.
 - See pages 10 and 11 for the appropriate consent form, which must be completed (the researcher's portion) and submitted as part of your proposal.
- Approved photographs or videotapes may only be reproduced by the teaching institution for training purposes. The Clarke County School District will have editorial rights to the videotape.
- No student categorization is allowed (e.g., special education or ESOL students).
- The sale of photographs or videotapes is prohibited without prior written approval by the Board of Education and consideration of compensation to the school district.
- Some principals require all parents to sign consent forms; in those schools, if one parent does not return a consent form, no photographing or videotaping may take place.

Research Reporting

The following reporting requirements are required of any researcher in CCSD:

1. One of two options for presenting research to CCSD (or if a multi-year project, Research updates)

A.) Oral Presentation for Teachers: *Within 90 days* of completing the research project, the researcher must present the oral report to the school faculty or to a group of interested teachers at a time that is convenient for the principal. Teachers are interested in practical information about how to teach their students in more effective ways. The oral report should be an informal discussion of the study along with specific implications for classroom and resource teachers. The purpose of the report is to share with teachers and others innovative or promising instructional strategies that have been shown to be effective (or not effective, depending on the results) with specific groups of children (e.g., children who benefit from alternative methods of teaching and learning, gifted children, struggling readers, etc.).

B.) Oral Presentation at CCSD's Biannual Research Symposium -- Fall and Spring each year. It is of vital interest to the District to be updated on the latest developments in educational research and participation in the symposium allows researchers to share their methodology and disseminate findings via discourse with District administrators, teachers, staff and the Athens community. It also allows researchers (especially graduate students) the opportunity to polish their presentation skills and discuss their projects in a clear and meaningful way, while gaining valuable feedback from District educators. Presentations will be held at CCSD's Board Office at 595 Prince Ave. and will be limited to 30 minutes (20 min, with an additional 10 min for questions/discussion).

2. **Written End-of-Project Report:** End-of-project reports must be written in easy-to-understand language for intelligent educators and submitted by ***October 1 following the approved research year.*** Research language, including statistical references, may be used to explain primary conclusions, but the majority of the report should outline the ultimate benefits of the study for the children of the Clarke County School District. Send the final written report electronically to templemank@clarke.k12.ga.us.

The end-of-project report should be no more than four reader-friendly pages with the following sections:

- Brief summary of the research study
- Results of the study
- Practical Applications for Classroom Teachers and/or Others

Researchers who do not submit the required written reports will jeopardize their chances of having subsequent projects approved. To document the fact that you have turned in past end-of-project reports, you may want to submit the most recent end-of-project report to expedite the review process for your newest project.



Clarke County
School District
Better Together

PHOTO & VIDEO CONSENT FORM FOR
RESEARCH STUDIES CONDUCTED IN THE SCHOOL DISTRICT

Please print.

I voluntarily grant to _____
(researcher/individual) permission to photograph or videotape my child while conducting research or
student teaching in the Clarke County School District. Photographs or videotapes will be used for
research, teaching, or professional-learning purposes only. The title of the study is

Effective dates will be from _____ to _____

Child's name: _____

Address: _____

School: _____

I certify that I am a custodial parent/guardian and have the right to grant permission for my child to be
photographed or videotaped.

Parent's or guardian's signature: _____

Telephone number: _____

Address: _____

Today's date: _____

**COPIES OF THIS SIGNED CONSENT FORM MUST BE SENT TO THE CHILD'S
SCHOOL (FOR STUDENT FILES) AND TO THE GRANTS AND RESEARCH OFFICE
BEFORE THE RESEARCH PROJECT OR STUDENT TEACHING MAY BEGIN.**



Clarke County
School District
Better Together

FORMULARIO DE CONSENTIMIENTO PARA FOTOSNIDEOS
DURANTE ESTUDIOS/INVESTIGACIONES REALIZADAS EN EL DISTRITO ESCOLAR

Favor de escribir en teta de imprenta.

Voluntariamente autorizo a _____
(investigador/a) a fotografiar o grabar
en video a mi hijo(a) mientras conduce su investigación o durante su pasantia en el Distrito Escolar del
Condado de Clarke. Las fotografias y videos seran utilizados unicamente con el propósito de investigar,
enseñar o capacitar profesionalmente. El titulo del estudio es

La investigación se llevara acabo a partir del _____ hasta _____

Nombre del estudiante: _____

Dirección: _____

Escuela: _____

Certifico que soy el padre/tutor del estudiante arriba mencionado y doy permiso para que mi hijo(a) sea
fotografiado(a) o grabado(a) en video.

Firma del padre o tutor: _____

Numero de telefono: _____

Dirección: _____

Fecha de hoy: _____

**COPIAS DE ESTE FORMULARIO DE CONSENTIMIENTO DEBEN ENVIARSE A LA
ESCUELA DE SU HIJO/A (PARA EL EXPEDIENTE DEL ESTUDIANTE) YA LA
OFICINA RESPONSABLE DEL PROYECTO DE INVESTIGACION ANTES DE QUE EL
ESTUDIO O PASANTIA SE INICIE.**