

Exhibit

APPLICATION TO CONDUCT RESEARCH

Applicant Contact Information			
First Name		Last Name	
Phone Number		Email Address	
Are you an internal or external candidate?		<input type="checkbox"/> Internal	<input type="checkbox"/> External

Part I: Study Information		
Title of Project:		
Type of Application	Graduate Student: Name of Institution _____	<input type="checkbox"/> Doctoral Dissertation <input type="checkbox"/> Master's Program <input type="checkbox"/> Other _____
	Professional Research: Name of Organization _____	<input type="checkbox"/> University <input type="checkbox"/> Government Agency <input type="checkbox"/> Other Non-Profit
	Seeking Letter of Endorsement for Grant:	<input type="checkbox"/> Name funding agency: _____

Part II: Contact Information					
Faculty Sponsor (if applicable):					
Phone Number					
Email Address					
Address					
	City:		State:		Zip Code:

RESEARCH (continued)

Part III: Description of Research Study/ Grant
Purpose <i>What is the purpose of this study/grant?</i>
Research Questions <i>What are your research questions? Or- What are the objectives of the grant?</i>
Brief Overview <i>Briefly describe the study/grant activities?</i>
Timeline: <i>What is the proposed beginning and anticipated ending dates?</i>

Part IV: Methodology- If requesting access to school sites
Target Population <i>Please identify the schools/ locations where this study (or grant) would be conducted.</i>
Subjects/Participants <i>Will this research require direct communication with students, parents, or employees?</i>
<input type="checkbox"/> Yes (If yes, please specify below) <input type="checkbox"/> No <input type="checkbox"/> Students* <input type="checkbox"/> Parent <input type="checkbox"/> Employees <input type="checkbox"/> Other: _____ *Please include with your application a copy of the: • Survey Instrument/ Interview questions

RESEARCH (continued)

<ul style="list-style-type: none"> • Parental Consent Form • Letter to parents describing research in English and Spanish
<p>Sampling/Selection: <i>Describe what procedures will be used to select participants.</i></p>
<p>Data Collection: <i>What types of data collection tools will be utilized?</i></p> <p><input type="checkbox"/> Interview <input type="checkbox"/> Survey/ Questionnaire <input type="checkbox"/> Test <input type="checkbox"/> Instrument <input type="checkbox"/> Other: _____</p>
<p>Time Commitment:</p> <ul style="list-style-type: none"> • <i>What is the approximate time required from each participant?</i> • <i>Will there be any impact on instructional time?</i>
<p>Institutional Review Board: <i>Has your study been approved by an Institutional Review Board (IRB) or other Human Subject Review Board? If so, please attach current approvals.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Part V: Other Data Needs
<p>Data Needs: <i>Will you be requesting any other types of district/school/student data?</i></p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p><i>*If yes, please describe the type of data you are requesting below.</i></p>
<p>Do you have a standing MOU with the district? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

RESEARCH (continued)

District Approval:

Date _____

Approved: _____

Signature: _____

Any individual or entity who would like to conduct research in the Passaic Public Schools must adhere to the regulations set forth by federal regulations, District Board Policy, and the requirements described within this application. Prior to internal or external parties engaging in research as described above requires the approval of the Superintendent or his/her designee.

First Reading:	July 29, 2019
Second Reading	August 28, 2019
Adopted:	August 28, 2019