

Dear Research Study Applicant:

The Fort Bend Independent School District and the Office of Research supports high-quality research that addresses well-informed research questions of educational importance.

At the same time, the District has moral and legal obligations that require oversight of research activities that make use of District resources such as confidential data, facilities, time involved for faculty and staff, and access to students. In order to conduct research in the District, a proposal must be submitted to and reviewed by the Fort Bend ISD’s Research Review Board. The Research Review Board meets monthly to review proposals.

All research proposals must demonstrate clear and direct educational value to the District and not just to the profession of education in general. The proposal should present a minimal intrusion on instructional time and duty time of District employees, manifest a sound research methodology, and comply with current privacy laws. The potential direct benefit to Fort Bend ISD must outweigh demands on District resources, most importantly on student and staff time. Proposals must also align with Fort Bend ISD’s policies, teaching and learning guidelines and practices, and programs and services offered in the District.

We strongly encourage researchers to first explore the school-level data already publicly available. Researchers wishing to use publicly available data do not need to submit a research application to the District.

In order to address the issue of survey fatigue that is impacting survey response rates in Fort Bend ISD, please consider other options before proposing surveys as part of your proposal. If you have research questions that can be answered with existing Fort Bend ISD survey items, we are happy to consider sharing existing data. The Research Review Board will be very selective in accepting proposals that include surveys.

Researchers for approved studies are required to submit an electronic copy of the research results/findings to the Fort Bend ISD Office of Research by the timeline provided on the original application.

Questions about the application process or application materials should be directed to the Fort Bend ISD Office of Research at 281.634.1161 or [fbisdresearch@fortbendisd.com](mailto:fbisdresearch@fortbendisd.com).

Completed applications should be submitted via email to the Fort Bend ISD Office of Research at the email address above.

Again, thank you for your interest. We look forward to receiving your research application.

Tracy VanWright

Chair, Research Review Board

Office of Research

Department of Innovation and Continuous Improvement

[fbisdresearch@fortbendisd.com](mailto:fbisdresearch@fortbendisd.com)

Telephone: 281.634.1161



**EXTERNAL RESEARCH APPLICATION PROCESS**

**FIRST CONTACT**

* Must be made to the Office of Research rather than with schools, principals, or individual staff members.

**GENERAL APPLICATION CRITERIA AND CONSIDERATIONS**

* Submit application a minimum of six weeks in advance of anticipated start date.
* Research studies will generally not be approved if they require teacher time during the first four weeks of school, last four weeks of school or during testing.
* Define type of research: experimental, quasi-experimental, qualitative, mixed method.
  + Technical quality and rigor of study will be considered during review process
* Along with information about the research project itself, applicants should include:
  + Fort Bend ISD Research Application Form,
  + Professor/Institution endorsement or Institutional Review Board (IRB),
  + Questionnaires,
  + Assessments,
  + Data collection, security, and analysis procedures,
  + Results reporting template(s) and timeline for final study results to be provided to Fort Bend ISD,
  + Target date for copy of final study to be submitted to Coordinator of Research and Program

Evaluation, and

* + All applicable consent forms.

***The parental consent form must:***

* have a place for the parent/guardian to give consent
* have a place to be dated, if consent is given
* specify the data to be collected or records released
* specify time frame for study
* specify the reason(s) for the research
* identify to whom the information will be released
* describe any procedures to be followed and identify any procedures which are experimental
* describe foreseeable risks and benefits
* explain the extent to which confidentiality or records will be maintained
* state who should be contacted with questions or concerns
* state that participation is voluntary and students may withdraw from participation without jeopardy
* reflect information concerning institutional research approval



**RESEARCH STUDY APPLICATION CHECKLIST**

**Please be sure to review this checklist before submitting your application.**

* All items/questions on the application are complete.
* The signed agreement containing the signatures of the main project contact person and, as applicable, the supervising professor/primary researcher is included.
* Proposed start date for your project is at least 6 weeks from your submission date.
* Copies of all instruments you will use during your project are included.
* Copies of all parental/guardian and staff consent forms are included.
* All materials that will be given to parents/guardians in both English and/or their anticipated home language are included.
* Timeline for study and dated copy in which final study will be provided to Fort Bend ISD.
* Email your application form and supporting documents to:

Fort Bend ISD Research Review Board

Office of Research

Department of Innovation and Continuous Improvement

[fbisdresearch@fortbendisd.com](mailto:fbisdresearch@fortbendisd.com)

Telephone: 281.634.1161



**RESEARCH STUDY APPLICATION REVIEW CRITERIA**

**The Fort Bend ISD Research Review Board will not review incomplete applications.** This includes any missing information or documents. Refer to the **Application Checklist** for the complete list of items required to be included with the application.

**CRITERIA FOR APPLICATION REVIEW:**

* The research/evaluation must have a high value to a particular school, to Fort Bend ISD as a whole, or to education in general.
* The project’s research proposal contains clearly-stated objectives.
* The project is based upon sound literature review.
* The study’s research design and rigor are technically sound.
  + Data collection, security, and analysis procedures are included.
  + Qualifications of the individual researcher and of the agency represented are in place.
* The project outlines procedures to maintain data confidentiality and to protect students’ privacy.
* The project activities are aligned with Fort Bend ISD’s policies, teaching and learning guidelines and, practices, programs and services, offered in the District.
* The project’s timeline is reasonable, and allows schools some flexibility in scheduling data collection and other activities.
* The project causes minimal intrusion on instructional time.
* The project causes minimal intrusion on regular duty time of faculty and staff.
* The project does not cause significant departure from school routine.
* The project procedures to obtain consent from parents/guardians and/or other adults are included.
* All parties impacted agree to participation in research study.