



1885 Packard Road – Ypsilanti, MI 48197-1846  
(734) 221-1200 • www.ycschools.us

**REQUEST TO DO EDUCATIONAL RESEARCH**

**BACKGROUND**

Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Agency or institution sponsoring the research project \_\_\_\_\_

Name of person supervising the project \_\_\_\_\_ Phone \_\_\_\_\_

**DESCRIPTION**

Title of the research project \_\_\_\_\_

Name of the project: Attach a proposal that follows the “Guidelines for Proposals to do Research in Ypsilanti Community Schools.” Also attach copies of all materials to be used in the study.

**AGREEMENT**

If granted permission to conduct this research project in Ypsilanti Community Schools, I (we) agree to the following conditions:

1. The conduct of the research study will be consistent with the district’s policy procedures and will follow the approved educational research design.
2. Persons and places used in the project will remain anonymous except by prior approval.
3. Any modifications of the approved plan will be submitted for approval in advance to the office of the Assistant Superintendent.
4. All reports and data will be submitted to the office of the Assistant Superintendent.

\_\_\_\_\_  
Signature(s) of Research Applicant(s)

\_\_\_\_\_  
Signature of Person Supervising Project

**PROCEDURES FOR SUBMISSION**

1. This form must be completed and returned to the Assistant Superintendent's Office with all necessary attachments. This should be done early enough so that ample time is available for conducting the research project. All research must be completed by **April 30** and cannot begin before **October 1**.
2. The request is routed as follows:
  1. Assistant Superintendent
  2. Appropriate administrator(s)
  3. Appropriate principal(s)

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Direct any questions to the Assistant Superintendent, 1885 Packard Road, Ypsilanti, MI 48187, 734-221-1221

## **GUIDELINES FOR PROPOSALS TO DO RESEARCH IN YPSILANTI COMMUNITY SCHOOLS**

Proposals need not follow any particular format but must include adequate information about each of the 14 items listed below. If a proposal has already been written that neglects some areas, a supplemental section may be written and appended to the existing document. Screening of incomplete proposals will be delayed until all required information has been supplied.

### **Information to be included:**

1. Project title, name(s) of the researcher(s), and a 200-word abstract
2. Benefits the study can provide to the District, the field of education, the participating students, teachers, and schools
3. Research questions (hypotheses) to be explored in the study
4. Brief summary of related literature and a statement explaining how this study differs from other research efforts
5. Description of treatment to be used, including:
  - a. methods of materials
  - b. time requirements
  - c. personnel to be used
6. Description of the design of the study, including:
  - a. independent (treatment) and dependent (outcome) variables
  - b. methods of selecting participants and assigning them to groups
  - c. number of schools, classrooms, students, and teachers to be involved
7. Descriptions of all instruments (tests, questionnaires, interview and observation schedules, scales, etc.) to be used, including:
  - a. time and personnel requirements for administration
  - b. author(s)
  - c. scoring procedures
  - d. reliability
  - e. validity
  - f. copies of all instruments
8. Methods of data analysis (statistical procedures, computer programs)
9. Author and purpose of final report (dissertation, journal article, etc.)
10. Estimates of all costs, and the person or institution covering each cost
11. Estimate of disruption of the regular classroom instructional program
12. Methods of ensuring subject anonymity
13. Proposed timeline beginning with the first involvement in the District and ending with the submission of the final report (this should indicate who will do what to whom on what dates, e.g., “November 10, 1991, the 6 classroom teachers chosen for the study will administer the Self Concept as a Learner Scale to all students in their classes.”)
14. List of any other institutions or individuals sponsoring or otherwise associated with this project (e.g., political or commercial organizations, religious groups, professional associations, etc.)

## **PROCEDURES FOR EDUCATIONAL RESEARCH IN YPSILANTI COMMUNITY SCHOOLS**

All educational research proposals, not covered below or of district design, in the District are submitted through the office of the Assistant Superintendent. Other district administrators will be asked to participate in screening of research projects when appropriate.

Research activities initiated by a district staff member, which are limited to the staff member's assigned school and involve no or only minor changes in the regular instructional program, require the permission of the building principal. The principal, at his/her discretion, may request that the staff member go through the same review procedure as non-district researchers. All other educational research activities taking place in the District must conform to the procedural guidelines below.

### **Request to do Research**

Prospective researchers should obtain copies of the "Guidelines for Proposals to do Research in Ypsilanti Community Schools" and the "Request to do Educational Research" forms from office of the Assistant Superintendent. The proposal, the completed request form, and all materials to be used in the project should be submitted to the Assistant Superintendent's Office.

### **Review of Research Proposals**

All research proposals will be reviewed by the Assistant Superintendent and appropriate administrators for acceptability in the following areas:

1. Benefits to the district and education in general
2. Compatibility with the regular instructional program
3. Impact on students, parents, and staff
4. Technical adequacy

Following approval from the staff of the Assistant Superintendent and appropriate central office administrators, the research will provide a one- to two-page explanation of the project to be mailed by the district to eligible schools. Schools will then have the option of deciding on their level of participation.

### **Review Dates**

Requests will be reviewed during the time period **September 1** through **March 15** of the school year. Requests received after March 15 will be included in the next review cycle. The review of requests takes about four weeks.

### **Protection of Student Rights**

Student Anonymity must be assured in any research project. Individual student results may never be publicized outside the district unless approved by the affected individuals as part of the request.

The researcher(s) will be asked to notify parents if the project involves activities of testing not commonly included in the regular instructional program. Parents must give their positive approval for their child to participate in this type of research project. If letters of notification are required,

the researcher(s) will be responsible for all mailing costs. The district does not release student names and addresses; therefore, if an initial mailing needs to go to the home, the researcher will need to work with the school to arrange a mailing and pick up associated costs.

### **Conducting the Research Project**

Approved research projects are required as contracts with the school district. Any deviation from procedures in the proposal must be approved by the office of the Assistant Superintendent. Unapproved procedural changes will be considered grounds for project termination. All research activities in the schools should be conducted between **October 1** and **April 30**.

### **Required Documentation of Research Projects**

Copies of all projects reports (dissertations, journal articles, etc.), copies of all project data (tapes, cards, tabulations, etc.) collected within the District, and a one-page summary of results must be submitted to the office of the Assistant Superintendent at the conclusion of the research project.

### **Dissemination Within the District**

The office of the Assistant Superintendent will disseminate the summary of project results to appropriate staff.

# **DISTRICT PROCEDURE CONCERNING EDUCATIONAL RESEARCH**

## **Ypsilanti Community Schools**

The district recognizes that the systematic study of the educational process and related variables can contribute significantly to the development and implementation of high-quality instructional programs. The district, therefore, encourages the conduct of well-designed educational research projects within the district.

While recognizing the value of educational research, the district also has a responsibility to protect students, parents, and staff from harassment; invasion of privacy; and physical, psychological, social, and educational injury. Consequently, the district requires that all research proposals be carefully screened by the appropriate staff to ensure that the proposed research has potential value for the district and is consistent with district philosophies, legal obligations, and standards of good scholarship. The building staff will be responsible for monitoring any approved research. This procedure applies to those research projects not sponsored by the district.

Educational research activities in the district should conform to the guidelines described in “Procedures for Educational Research in Ypsilanti Community Schools:

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