

P10-02-002 Assistance to Outside Researchers

(Revised July, 2008)

Henrico County Public Schools recognize the value of educational research in developing, validating, and standardizing newer programs and strategies in education. Researchers whose proposals are approved are assisted in conducting such research.

To avoid overlapping and duplications and to ~~ensure insure~~ that the results are available and adequately disseminated, proposals for all research and experimental projects, including the administration of surveys, using either staff, students, or information within the school division must be submitted in advance to the Director of the Department of Assessment, Research, and **Evaluation Planning**. Researchers should not go to individual schools before submitting a proposal and schools should not agree to participate in research projects until notified ~~by Research and Evaluation~~ that the study has been approved. The Department of Assessment, Research, and Evaluation accepts applications to conduct research studies or data collection throughout the year, and reviews the applications four times a year. Applications must be received by the cycle deadline, or the application will not be reviewed until the next cycle deadline. Cycle deadlines are September 1, December 1, March 1, and June 1 of each year. A committee, which will include appropriate staff members from other divisions in the school system, will be convened to study each ~~major~~ proposal and to make a decision as to whether or not it should be approved. Upon review, applicants will receive written notification of the decision regarding the study proposal. Results of all research must be furnished to the Director of the Department of Assessment, Research, and Evaluation.

Prior to submitting a research proposal application, the following elements should be considered:

1. Purpose of study
2. Consent/Opt-out procedures
3. Sampling plan
4. Data collection plan, including measurement instruments
5. Research activity schedule

All study materials should accurately identify the organization or individual conducting the research.

Refer to Regulation 10-02-003, "Procedure for Submitting a Proposal for a Research Project."