



# Henrico County Public Schools

## Department of Assessment, Research and Evaluation

### I. Identifying Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Work Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

*City State ZIP Code*

Work Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

*City State ZIP Code*

Home Phone: (\_\_\_\_) \_\_\_\_\_

### II. Summary of Project

A. Title of Project: \_\_\_\_\_

B. Why are you conducting the study?

Independent Research	YES <input type="checkbox"/>	NO <input type="checkbox"/>	College or University Class Requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Masters Thesis/Paper	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dissertation Research/Project	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other:	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If other, explain: \_\_\_\_\_

C. University Affiliation

University: \_\_\_\_\_

Department: \_\_\_\_\_

University Address: \_\_\_\_\_

University Phone: \_\_\_\_\_

D. Is there funding for this study? YES  NO

If yes, explain: \_\_\_\_\_

E. Time frame: dates you would like to run your study \_\_\_\_\_



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F. Will this study be reviewed and approved by an Institutional Review Board (IRB)?

YES  I will initiate IRB review and approval after receiving feedback from HCPS. **Evidence of IRB review must be received prior to initiating the study.**

YES  Review is pending. **Evidence of IRB review must be received prior to initiating the study.**

YES  It has been fully reviewed and approved. **Please attach the IRB approval notification to this application.**

NO  This study is exempt from IRB approval.

If exempt, explain why: \_\_\_\_\_

NO  This study is not affiliated with a university and is not governed by an IRB.

*\* Researchers are encouraged to initiate IRB review after receiving revisions and/or approval from HCPS.*

### III. Participants

A. Type of Population (Please specify all that apply):

	YES	NO		YES	NO	
Elementary	<input type="checkbox"/>	<input type="checkbox"/>	High	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO	
Middle	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	Specify: _____

B. Grade level(s): \_\_\_\_\_

C. Subject(s): \_\_\_\_\_

D. Name of school(s): \_\_\_\_\_

E. Special Characteristics (if any) of Population: \_\_\_\_\_

F. Group	Numbers Needed	Time (in minutes) Required for Each Person to Complete Task
Students	_____	_____
Teachers	_____	_____
Principals	_____	_____
Others	_____	_____

G. Will additional data need to be provided by HCPS? YES  NO

If yes, specify exactly what is required: \_\_\_\_\_



**IV. Required Attachments**

- A. Provide a concise description of:
1. Purpose of the study/Statement of Problem
  2. Brief Review of Literature (1 page)
  3. Research questions and/or hypotheses
  4. Research design and methodology including procedures: detailed description of the protocol to be used including how individuals will be contacted for participation, procedures used in the research or survey administration, and how participants' rights will be protected; dates research will be conducted; amount of time required by participants; places where study will be carried out; and people who will administer the study
  5. Detailed Description of Materials (i.e. surveys, interview questions) including validity and reliability information
  6. How the research is funded (if applicable)
  7. Treatment of Data: description of data and plan for analyzing the data
  8. Use of the Findings: include how data will be interpreted and how the results will be used
  9. Value to the school system: How does the research address the current needs and interests of HCPS? How will participants benefit?
  10. Timeline: Timeframe for conducting the study.
- B. Attach a copy of:
1. Cover letter that will be sent to participants describing the study (i.e., parent information letter, email notification, etc.)
  2. Informed consent or Opt-out form to be used (if applicable)
  3. Data collection instrument(s) that will be used (i.e., surveys, questionnaires).
  4. Timeline for research activities.
  5. IRB approval letter if applicable.

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

**V. Disclaimer and Signature**

- I understand that acceptance of this request for approval of a research proposal in no way obligates Henrico County Public Schools to participate in this research. I also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by the school system or by the School Board.
- I acknowledge that participation in research studies by students, parents, and school staff is voluntary. I will preserve the anonymity of all participants in all reporting of this study. I will not reveal the identity or include identifiable characteristics of schools or the school system.
- If approval is granted, I will abide by all the policies and regulations of Henrico County Public Schools and will conduct this research within the stipulations accompanying any letter of approval.
- At the completion of the study, I will provide Henrico County Public Schools with a copy of the results.

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Email, Mail or Fax All Requested Material To:**  
Department of Assessment, Research, and Evaluation  
Henrico County Public Schools  
P.O. Box 23120  
3820 Nine Mile Road  
Richmond, VA 23223-0420  
Fax: (804) 652-3734

Dr. Tiffany Hinton [thinton@henrico.k12.va.us](mailto:thinton@henrico.k12.va.us) or Dr. Helen Whitehurst [hswhiteh@henrico.k12.va.us](mailto:hswhiteh@henrico.k12.va.us)



### **Research and Survey Approval Process**

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 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, parents, or information within the school division must be submitted in advance to the Director of Assessment, Research, and Evaluation. 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 Planning 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. The readers may suggest revisions in the proposal before it is accepted. Upon review, applicants will receive written notification of the decision regarding the study proposal.

If approved, all researchers not employed by Henrico County Public Schools who propose to interact with students or staff (i.e., focus groups, observations, interviews) will be required to participate in a volunteer orientation session conducted by the Department of Human Resources.

Results of all research must be furnished to the Director of Assessment, Research, and Evaluation.

To allow adequate time for this process, it is strongly suggested that researchers submit proposals at least one semester before they would like to begin their research activities.

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

- Purpose of the study
- Consent/Opt-out procedures
- Sampling plan
- Data collection plan, including measurement instruments
- Research activity schedule

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



### **Selection Criteria for Research Projects**

Criteria for selecting research projects whose findings are expected to have significant implications to the program within Henrico County Public Schools shall be as follows:

1. The study must show promise of making a contribution to improved quality of education and educational practice.
2. The study should be practical, useful and rooted in reality.
3. The study should not require undue amounts of staff and student time and should not involve more than a minimum of disruption to the classroom and school.
4. The design should discuss reliability and validity and be presented in an acceptable, scholarly format.
5. The study should be designed to promote good professional relationships and ethical research practices.
6. The project must be understood by the people directly involved in carrying it out, including principals and classroom teachers.
7. The problem should be researchable, which includes being of manageable size. It should also be concrete, explicit, and measurable.
8. The research design must preserve individual rights to privacy.
9. Access to research sites must be approved by the Director of Assessment, Research, and Evaluation.
10. The researcher must agree to allow the Henrico County Public Schools to make non-commercial use of any results of the study for the benefit of Henrico County Public Schools.



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### Instructions for Submitting a Research Proposal

1. Read and review the Selection Criteria for Research Projects.
2. Seek the assistance of the Research and Evaluation staff (652-3830) as often as needed throughout the planning of research projects.
3. Complete the *Application to Conduct Research or Distribute Surveys*.
4. Submit a minimum of four copies of the completed application along with the required documents to the Department of Research and Planning. Applications are reviewed four times per year and must be received by the deadline, or the application will not be reviewed until the next cycle. **Cycle deadlines are September 1, December 1, March 1, and June 1 of each year.**
5. All research proposal applications should be mailed, faxed, or emailed to:

Department of Assessment, Research and Evaluation  
Henrico County Public Schools  
P.O. Box 23120  
Richmond, VA 23223-0420  
Fax (804) 652-3734

[tshinton@henrico.k12.va.us](mailto:tshinton@henrico.k12.va.us) and [hswHITE@henrico.k12.va.us](mailto:hswHITE@henrico.k12.va.us)