



**APPLICATION FOR CONDUCTING RESEARCH IN  
JEFFERSON COUNTY PUBLIC SCHOOLS – Page 2**

Potential benefits of this study to the District:

\_\_\_\_\_

Overview Description of Methodology (include task requirements for individual subjects) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target Population: (Group to be studied or assessed):

GROUP	NUMBER NEEDED	TIME (MIN/HRS) REQUIRED FROM SUBJECTS	SPECIFIC CHARACTERISTICS OF GROUP (e.g. grade level, sex, special ed., etc.)	Specific titles of SURVEYS, QUESTIONNAIRES, ASSESSMENTS, MEASUREMENTS, ETC. that subjects will be asked to complete
Students				
Administrators				
Teachers				
Parents				
Other				

Existing district or school data researcher wishes to access, including demographic, behavioral, achievement, staff, etc: \_\_\_\_\_

Names of schools and/or departments where research will be conducted \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financial incentive or stipend(s) \_\_\_\_\_

\_\_\_\_\_

Special sampling requirements (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student record requirements (e.g. test scores, evaluations)\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Note that release of student records is subject to approval. A minimum fee may be required to generate records.

**APPLICATION FOR CONDUCTING RESEARCH IN  
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Space and equipment requirements \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Describe type(s) of informed consent by subjects.** Indicate whether informed consent is active or passive for each subject group. Generally Jeffco Schools prefers active consent even if the researcher’s human subjects review board has determined that active consent is not required. Refer to the application checklist for sentences that should be included in consent letters for parents, students, and teachers.

\_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

- **Note that the external research process can take 8 to 12 weeks or longer, depending on the application, to be completed.**
- **The review process will not begin until the application is complete. Refer to “Research Application Checklist” for a list of documentation required.**
- **During each school year, the deadline to submit an application for external research review is March 1<sup>st</sup>. Any applications received after March 1<sup>st</sup> will be processed for the following school year.**
- **Applications submitted during the summer months will be reviewed after school begins in the fall.**

\_\_\_\_\_ (initial) By signing below, I confirm that I will use no research instruments and/or instructional materials including standardized tests, surveys, questionnaires, interview questions, observation protocols, etc. in the implementation of my research study other than those I have submitted to the External Research Review Committee. I confirm that in the event I want to modify any aspect of this study, I will submit the modification(s) to the External Research Review Committee for review and approval before implementation begins.

\_\_\_\_\_ (initial) By signing below, I confirm that Jeffco students, staff, schools, or Jeffco Schools as a district **will not be identified** in any reports, publications, presentations, marketing/fundraising materials, etc. about this study.

I agree to provide a copy of the completed study to Jeffco Schools for placement in the office of Instructional Data Services (mail copy of the completed study to same address as below).

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

Printed Name of Applicant \_\_\_\_\_

**WHERE TO SEND APPLICATION MATERIALS**

Applicants should submit **5 complete sets** of application materials to:

External Research Review Committee  
Jefferson County Public School District  
Instructional Data Services, Assessment  
1829 Denver West Drive, Bldg. #27  
Golden, CO 80401-0001  
(303) 982-6565