

**APPLICATION FOR CONDUCTING RESEARCH IN  
JEFFERSON COUNTY PUBLIC SCHOOLS**

**Complete this form in its entirety. "See Attached" is not an acceptable response. Do not extend this form beyond four pages. Include additional information in "Description of the Study."**

Name of Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Institutional Affiliation \_\_\_\_\_

Title of Research Project \_\_\_\_\_

Topic of intended research \_\_\_\_\_

Research is for:  undergraduate course work  doctoral degree  
 graduate course work  post-doctoral research  
 master's degree  institutional study  
(indicate funding, if any)  
 Other (specify) \_\_\_\_\_

Research has been approved by:  advisor  prospectus or dissertation committee  
 funding agency

**Include a copy of the human subjects or other institutional review committee approval for your research with your application.**

Rationale and objectives \_\_\_\_\_

The District is especially interested in research in the areas of:

- **Student Achievement** (e.g., studies that: identify ways to close the achievement gap for minority students; analyze the effectiveness of a year-round school calendar, summer school programs, character education, or prevention programs; explore student safety issues; identify barriers to student achievement; determine the effectiveness of Jeffco Schools ILPs.)
- **School-to-Work** (e.g., studies that: assess how well Jeffco Schools graduates are prepared to enter college or workforce; examine the changes in community college entrance requirements and effects on admission for Jeffco Schools graduates; assess if Jeffco Schools curriculum is aligned with employer needs and expectations.)
- **Multi-Cultural Issues** (e.g., studies that: examine/explain student achievement by racial, ethnic or linguistic groups; assess Jeffco Schools' instructional programs for English Language Learners; analyze discipline, suspension, and dropout rates by racial, ethnic, or linguistic groups.)
- **Changing Work Force Issues** (e.g., studies that: examine comprehensive staff development; determine effective instructional coaching programs; examine the impact of new teachers and retaining teachers.)

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Potential benefits of this study to the District:

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

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

GROUP	NUMBER NEEDED	AMOUNT OF TIME REQUIRED FROM SUBJECTS	SPECIFIC CHARACTERISTICS OF GROUP (e.g. grade level, sex, special ed., etc.)
Students			
Administrators			
Teachers			
Parents			
Other			

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

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

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

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

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Space and equipment requirements \_\_\_\_\_

Describe type(s) of informed consent by subjects. Indicate whether the type of informed consent is active or passive for each subject group.

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.**

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 before implementation begins.

I agree to provide a copy of the completed study to Jeffco Schools for placement in the office of Assessment & Research (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  
DLEA, Assessment & Research  
1829 Denver West Drive, Bldg. #27  
Golden, CO 80401-0001  
(303) 982-6565