



New Bedford Public Schools

Learners today. Leaders Tomorrow.

Research Project Application

New Bedford Public Schools supports efforts to conduct research that will enhance our shared understanding of teaching and learning. All research conducted in our schools must meet guidelines of ethical and methodological rigor as well as be aligned with school and district priorities and goals. If you are interested in submitting an application to conduct research, please review the sections below and submit the attached application including required materials.

Timeline

Applications to conduct research are accepted during the following windows:

- October 1 - November 30 for research to be conducted in spring;
- February 1 - March 31 for research to start during summer;
- June 3 - July 31 for research proposed to start during fall;

Please allow 90 days for completion of the review process and notification.

Application Process

Step 1: Researcher completes the application and includes required materials.

Step 2: Upon receipt of a complete application, the materials will be reviewed by a member of the Office of School Performance. Decisions will be made within 60 days, and the response will be sent to the lead researcher on the project.

Step 3: Once a project is approved, the researcher can begin the project within the scope articulated in the application materials. Should a change in the research protocol and scope be necessary, the Office of School Performance must be notified in advance and issue a letter of continued approval.

Who can conduct research?

Graduate students and doctoral candidates may submit an application to conduct research in New Bedford Public Schools. Researchers affiliated with a college or university must submit a copy of an approved IRB as part of the application packet.

Application

*In completing this application, please refer to the timeline required by New Bedford Public Schools for processing of research applications and start dates for projects.

Contact Information for Primary Researcher		
Name:		Email:
Street Address:		
City/Town:	State:	Zip Code:
Phone Number:		
Please list the name of any additional members of the research team:		

Institutional Information	
Name of Institution:	
Supervisor at Institution:	
Supervisor's Phone Number:	Supervisor's Email:

General Project Information
Title of Research Project:
Purpose of Research:

Plan to Disseminate Research:

Research Methodology	
Anticipated Start Date:	Anticipated End Date:
Number of Hours Required in Schools:	
Does this research require classroom/school observations?	
Does this research require interviews?	
Does this research require access to district data?	
Does this research require the collection of survey data?	
Describe the procedures/methods to be used for data collection:	

*If applicable, please attach copies of interview and observation protocols, survey instruments, and consent forms.

Participant Information
Describe the participants you intend to use for this research:
How will participants be recruited?

If students, parents/families, or teachers will be interviewed as part of this project, please complete the appropriate section(s):

<i>Characteristics of students in the study:</i>
Students' age(s):
Students' grade(s):
Number of students in the sample:
Will research be conducted during school hours? (Yes or No)
Estimated time for a student's participation each session:
Estimated total participation time required of each student:
<i>Characteristics of parents/families in the study:</i>
Number of parents/families in the sample:
Estimated time for parents'/families' participation each session:

How will the researchers ensure participant anonymity?
What is your plan for sharing your findings with New Bedford Public Schools?
In keeping with District expectations, will you ensure that participants will not receive any form of compensation for their participation in this research? (e.g. gift cards, money)

Attachments

Documents that must be attached to this application:

- ✓ A copy of an approved IRB from primary researcher's institution
- ✓ Informed consent forms
- ✓ Interview and/or observation protocols
- ✓ Copies of any survey instruments
- ✓ A copy of the curriculum vitae of primary researcher

Should this application be approved, the following actions and/or documents must be received by New Bedford Public Schools' Human Capital Office at least two weeks prior to the start of the research project

- ✓ Completed CORI form, DCF check, and Fingerprinting for each member of the research team (for research conducted in schools)

OFFICE USE ONLY

Office of Human Capital Services

Completed CORI form, DCF check and Fingerprinting for each member of the research team

Office of School Performance

Approved

Not Approved

Authorized Signature:

Date:

Approval granted above is conditional to the information contained within this application. Any amendments to the research purpose, procedure, or use of the resultant data requires additional approval by the New Bedford Public Schools' Office of School Performance.