



FOOTHILLS

EDUCATION

CHARTER HIGH SCHOOL

Foothills Education Charter High School Research Proposal Guidelines

Research Philosophy: Foothills supports research projects that promote the continued success of students in Foothills and elsewhere. Approved research proposals also must align with our system's mission and vision, as well as the strategic goals as approved by our board of education.

Submitting a Research Proposal: The researcher submits the proposal and supporting documents to the Superintendent for Foothills. IRB approval from the researcher's supporting institution must be documented before the study may be implemented. Once the proposal packet is complete, researchers must allow **20 working days** for final approval.

The Review Process: The complete proposal will be reviewed by the Superintendent's Office, and final approval is granted by the site director (s) of the building(s) in which the research will be conducted. During the review process, proposals are evaluated using the following criteria:

1. How will this research benefit the students of Foothills?
2. How well is the project aligned with the district's strategic goals and improvement plan and with the target site's strategic plan?
3. Is the project aligned with the curriculum?
4. Does the project support, duplicate, or conflict with other initiatives of the site or the district?
5. Is the research study coherent and well-designed?
6. Does the research proposal require teachers or students to spend too much time away from classroom instruction?
7. Do we perceive any risks associated with this research for our students, teachers, parents, and community?

Reporting Results: All researchers who receive approval to conduct research in Foothills Education Charter High School must agree to share their findings with the district. At the conclusion of the study, researchers are asked to submit a written report of their findings (no more than five pages). Researchers may also be asked to orally present their findings to the school in which the research was conducted or to a group of interested faculty.

Note: Researchers who propose to record or videotape students will receive information about further requirements prior to approval of the research proposal. Please note that Foothills Education Charter High School will not approve any research deemed to be obtrusive to the learning environment.

Research Proposal Format

Foothills Education Charter High School

All research proposals must include the following. A research proposal will not be complete until all required documents are received. Researchers should allow **20 working days from the date of submission of complete proposal** for final approval.

- **Foothills Education Charter High School Research Request Form** (Outside researchers obtain this from our district's website: www.foothillscharter.org)
 - This form must be completed in its entirety.

- **Proposal To Conduct Research**—Proposal should be **no more than 3 pages** and must include the following:
 - Purpose (research question)
 - How project is aligned to the district or target site's strategic plan (these can be found on the district or school's websites)
 - Data set requested
 - Data collection method (include amount of testing/student or teacher contact time, etc.). Activities must be nonintrusive to the regularly scheduled instructional day.
 - Name of target school(s)
 - Target population (site, grade levels, subgroup, etc.)
 - List of all participating researchers
 - Timeline for major activities
 - Intended use of research conclusions (publications, etc.)
 - How project will benefit Foothills Education Charter High School

- **Attachments**
 - IRB approval from institution (must be received before research can begin)
 - Research instruments (including surveys, questionnaires, focus group questions, interview questions, assessments, tests, etc.)
 - Consent Forms (if necessary)
 - Assent Forms (if necessary)
 - Conflict of Interest Disclosure Form for each member of the research team (and advisor if applicable)
 - For student researchers:
 - Letter of endorsement from research advisor
 - Assurance by research advisor that your proposal to Foothills Education Charter High School is aligned with the research approved by the research committee at the institution.
 - Background check explanation (if you answered "Yes" to either a. or b. on the background check section of the Research Request Form)

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