

# Foothills Education Charter High School Research Request Form

Foothills Education Charter High School supports research projects that promote the continued success of students in Foothills and elsewhere. We thank you for your interest in conducting educational research.

Proposals, and all supporting documentation, must be in final form. Only final and complete proposals will be reviewed.

Is this a re-submission of a previously denied research request?

No

## Principal Investigator

Preferred Salutation

First Name

LastName

Middle Initial

## Contact Information: Principal Investigator

Address 1

Address 2

City

State

Zip

Phone

Fax

Email

**If Principal Investigator is a student, enter advisor's name & contact information.** Advisor may be contacted for verification.

Advisor Name

Advisor Title

Address

Address 2

City

State

Zip

Phone Number

Email Address

## Sponsoring Institution

Organization

Address 1

Address 2

City

State

Zip

Phone

Fax

## Background Check

If your answer to either a. or b. is "Yes," an explanation must be written on a separate supporting document.

- a. Have you, or any member of your research team, ever been charged with, or convicted of, a misdemeanor or felony?  Yes  No
- b. Have you, or any member of your research team, ever had a teaching certificate sanctioned, revoked, or suspended?  Yes  No

## Research Proposal Information

Title of Research Proposal

Research Start Date  (m/d/yyyy)

Research Completion Date  (m/d/yyyy)

### File Attachments:

Attach the following applicable files (not every application will require every file).

#### 1. Cover Letter

##### Proposal to Conduct Research

2. Include the following: purpose (research question), data set requested, data collection method, list of all participating researchers, intended use of research conclusions (publications, etc.).
3. Institutional Review Board (IRB) Approval Letter with the signature of the IRB Chair (if already obtained)
4. Research Instruments including surveys, questionnaires, focus group questions, interview questions, assessments, tests, etc.
5. Consent Forms (if necessary)
6. Assent Forms (if necessary)
7. Conflict of Interest Disclosure Form for each member of the Research Team (and advisor if applicable).
8. For student researchers - research proposal as approved by research committee.
9. For student researchers - letter of endorsement from research advisor.
10. Background Check Explanation (if you answered "Yes" to any either a. or b. on the Background Check section.

List in order the title of all the documents you will be submitting with this application:

Documents List:

Principal Investigator and advisor agree to share the results of this research project with the Madison County School System

Yes

**Submit all proposals to the Superintendent via email or postal mail.**

**Foothills Education Charter High School  
800-B Madison Street  
Danielsville, GA 30633**

**All proposals will be reviewed by the Superintendent for pre-approval. A letter of denial or approval will be sent within 20 working days of the submission date.**