

REQUEST TO CONDUCT RESEARCH

Applicant Name: _____ Date: _____

Address: _____ Phone: _____

Affiliation and Title: _____

If Student Applicant

Faculty supervisor: _____ Phone number: _____

Signature: _____

Proposed research title/topic: _____

Desired start date: _____ End date: _____

Date of final report to CKSD: _____

Purpose of project: (e.g., thesis, publication): _____

1. Brief description of the project.
2. Anticipated contribution to educational practice or theory.
3. Anticipated contribution to CKSD.
4. Anticipated schools to be included.
5. Attach a summary of the Research Proposal.

Ethical Principles for Research in the Central Kitsap School District

The following principles must be adhered to by anyone conducting research involving human subjects in the Central Kitsap School District (CKSD).

1. The researcher is responsible for seeing that both he/she and his/her collaborators and/or assistants treat all research subjects ethically and fairly.
2. The study must not invade the privacy of students, District employees, or any of their families.
3. Schools, students, and staff may not be identified by name or any other identifying manner in any reports or publications, unless otherwise agreed upon in writing.
4. The researcher must make full disclosure to and answer all questions of participants regarding features of the research that might affect their willingness to participate.
5. When the validity of a study necessitates concealment or deception, the researcher must make clear to the participants the reasons for such actions prior to the beginning of the research.
6. The researcher must respect the right of families, students, and staff to decline participation and to discontinue participation in any research project at any time. Participants must be notified of that right prior to beginning any study.
7. The researcher must make both the researcher and the participants' responsibilities in the study clear to the participant from the beginning of the study. Any commitments made to participants must be honored.
8. The researcher must protect participants from physical and mental discomfort, harm, danger, or other undesirable consequences.
9. After the data is collected, the researcher must provide participants with full clarification of the study, and remove any possible misconceptions.
10. The researcher must treat information about participants as confidential. If others have access to such information, the researcher must have a plan in place to protect the privacy of individuals.

I, the undersigned, agree to adhere to the principles.

Researcher

Date

Research Contract Guidelines for Central Kitsap School District

The following guidelines must be followed by anyone conducting research in the Central Kitsap School District (CKSD).

1. Approved research proposals are regarded as contracts with CKSD. Any deviation from procedures described in the approved proposal must be approved by the Superintendent or his/her designee.
2. A CKSD employee must supervise all activities in which a researcher has direct access to students.
3. In all experimental studies, or surveys for students, explicit parental/guardian consent must be secured prior to the beginning of research. See Consent Guidelines for regulations regarding research involving observation of ongoing instruction, administration of surveys to adults, or obtaining existing data.
4. Researchers must, upon request, meet with interested staff, parents, community, and or student groups to explain the purpose, methods, and possible implications of the proposed activities.
5. All consent forms and formal correspondence with families, students, and staff, must be on CKSD letterhead and be signed/cosigned by the Superintendent or his/her designee.
6. Upon completion of the study, researchers must submit written reports summarizing the project to the Superintendent and departments or schools who participated in the study.
7. All data, data collection instruments, reports, publications, and results related to this study will be available to the District without charge, unless otherwise agreed upon in writing.
8. No research may be conducted in the schools after April 30.

I, the undersigned, agree to abide by the above guidelines.

Researcher

Date