

Anoka-Hennepin School District

APPLICATION TO CONDUCT RESEARCH

Date: _____

Personal Information:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail address: _____

Are you currently employed by the Anoka-Hennepin School District? _____ If yes, list your school or department: _____

Is this research/program evaluation study:

Yes No

- Part of a degree/course requirement.....
If so, please specify: ___ Ph.D. ___ Ed.D. ___ M.S. ___ B.S. ___ Other
- Personal research study.....
- Grant-funded research/program evaluation
- Government-sponsored/mandated study.....

If you are a student:

Advisor's Name: _____ Title: _____

University/College Name: _____ City: _____ State: _____

Academic Dept: _____ Advisor's E-mail: _____

Agency, Educational, Business Affiliation (if you are not a student conducting research in association with degree attainment):

Organization/University/College Name: _____

Department/Position/Title: _____ Office Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

In addition to the Research Application Form and Application to Conduct Research Checklist, research applicants must provide Anoka-Hennepin School District with the following information:

1. Title of study
2. Purpose statement of the study
3. Research question(s)
4. Hypotheses
5. Research plan/study design
6. Data collection procedures
7. Study timeline (including important program due dates)
8. Benefit and implication to Anoka-Hennepin School District
(Explain how this study aligns with the Anoka-Hennepin mission and vision, priorities and the implication to staff time, resources, etc.)
9. Expectations of participants (amount of time necessary from participants, etc.)
10. Plan for reporting results
11. All associated documents in support of the research design
 - a. Participant consent forms
 - b. Copies of all surveys, interview and/or focus group questions
 - c. Observational protocol/data collection forms
 - d. Other
12. Proof-read and presented in final draft form

The application process typically takes **4-6 weeks** for approval. Once received, the application will be reviewed by a small committee consisting of at least an RET representative, an Associate Superintendent, and a representative from Curriculum, Instruction and Assessment. If accepted, the applicant will be required to sign a Confidentiality/Non-Disclosure Agreement prior to the study's initiation. Also, upon completion of the study, a copy of the final research product must be submitted to RET.

The entire packet of materials must be submitted to: Research, Evaluation and Testing (RET)
Anoka-Hennepin School District
2727 North Ferry Street
Anoka, MN 55303

**Application to Conduct Research Checklist
Anoka-Hennepin District 11**

The application process typically takes 4-6 weeks for approval to conduct research in Anoka-Hennepin

Instructions for completing the checklist:

With your application to conduct research, include a concise narrative or outlined description of your proposed study **addressing each of the points below in the order noted**. By initialing the first column (Applicant Initials), the applicant indicates the components have been addressed. A reviewer from Research, Evaluation and Testing (RET) will initial the form in verification, provide feedback as necessary and return it to the applicant. Approval to conduct research is dependent upon acceptance of the proposal by RET and the signing of the *Anoka-Hennepin Confidentiality Agreement* by all applicable parties.

Applicant Initials	RET Initials	Narrative/Outlined Description of Research	Reviewer Feedback (if applicable)
		* Narrative/outline is brief and double spaced	
		1 Title of study	
		2 Purpose statement for the study	
		3 Research question(s)	
		4 Hypotheses	
		5 Research plan/study design - What is the detailed process for conducting this research?	
		5a -- Description of setting(s) - where and when?	
		5b -- Description of participant(s) - who and how many?	
		5c -- What is your sampling plan? Please be specific.	
		5d -- What are the variables you will measure?	
		5e -- What are the step-by-step procedures you will use in your study? What is it <u>you</u> will do as part of the study?	
		5f -- What are the existing or newly-collected data you are going to be using as part of your study?	
		5g -- Data analysis techniques - What method(s) will you use to analyze the data you have gathered?	
		5h -- How do the data align to and lead to the ability to answer the research question(s)?	
		5i -- What other information about your study design would be helpful for us to know or consider?	
		6 Data collection - How will you measure the variables?	
		6a -- Description of intervention, assessments, observational tools, review of records, etc.	
		6b -- What procedures will you use to conduct a field/pilot test of your instrument(s)?	
		6c -- How will you choose your pilot sample?	
		6d -- What data do you need to which you do not have access? Please be specific.	
		7 Study timeline	
		7a -- Important dates (When will you gather data, begin intervention/observation, analyze data, complete the report?) What are your important program dates?	

**Application to Conduct Research Checklist
Anoka-Hennepin District 11**

Applicant Initials	RET Initials	Narrative/Outlined Description of Research	Reviewer Feedback (if applicable)
		8 Benefit and implication to Anoka-Hennepin School District	
		8a -- How does this study align to Anoka-Hennepin's mission and vision?	
		8b -- How does this study align to Anoka-Hennepin priorities?	
		8c -- What are the implications to staff, students, resources, etc.?	
		8d -- Are there aspects of this proposed study that are included as a part of your position in Anoka-Hennepin (if an A-H employee)? Please describe.	
		8e -- Are there aspects of this proposed study that are outside of your position in Anoka-Hennepin (if an A-H employee)? Please describe.	
		8f -- How will you manage possible time implications to your duty day (if an A-H employee)?	
		9 Expectations of participants	
		9a -- Amount of time required from participants?	
		9b -- Amount of time anticipated from students/staff across the district who are not participants in the study?	
		10 Plan for reporting results	
		10a -- Potential bias and/or limitations to your research?	
		10b -- With whom will you share the results?	
		10c -- When can RET expect a copy of the results?	
		11 Associated documents supporting the research design - include when applicable	
		11a -- Participant consent forms and informational letters (for all applicable stakeholders).	
		11b -- Copies of all surveys, interview and/or focus group questions.	
		11c -- Observational protocol/data collection forms.	
		11d -- Other documents or materials.	
		12 Proof-read and presented in final draft form	
		12a -- i.e., grammar, punctuation, sentence structure, layout/formatting, general attention to detail, etc.	

Office use only:

Date(s) received by District _____ Received by (initials) _____

Date(s) feedback sent to applicant _____ Reviewer initials _____

Additional comments: