

## Clayton County Public Schools Division of Accountability and Assessment Research Guidelines and Application Procedures



## **Research Applicant Agreement**

Research Applicant			
Research Title			
Home Address			
City/State/Zip			
Employer			
Telephone:	Work Fax tart/Completion)	Home	
Project Dates (S	tart/Completion)	Date Final Report Due to CCPS	
I understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act of 1973 (FERPA) and in the implementing federal regulations found in 34 CFR Part 99. I understand that participation in a research study by students, parents, and school staff is strictly voluntary.			
In addition, I understand that any data, data sets or outputs that I or any authorized representative may generate from data collection efforts throughout the duration of the research study are confidential and the data are to be protected. I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential data. I also understand that students, schools, or the district may not be identified in the research report. Data with names or other identifiers (such as student numbers) will be disposed of when their use is complete.			
I understand that acceptance of this request for approval of a research project in no way obligates the Clayton County School District to participate in the research. I also understand that approval does not constitute commitment of resources or endorsement of the study or its findings by the school system or by the Board of Education.			
I understand that I am subject to criminal background check (all non CCPS employees only). Upon receipt of written approval of the research application, all non-CCPS researchers must provide the Division of Accountability and Assessment with a criminal history check on or before the official start date designated by the Division of Accountability and Assessment in the approval notification. Only criminal history checks conducted within the last 12 months will be accepted. [*Violation of these requirements may result in withdrawal of the research approval and ban of both the researcher and the sponsoring organization/employer from conducting future research activities in Clayton County Public Schools.]			
If the research application is approved, I agree to abide by standards of professional conduct while working in the schools. I understand that failure to do so could result in termination of the research study. I understand that permission to conduct the study in CCPS is rescinded if the data has not been collected and the study has not been completed on or before one calendar year of the initial RRB approval notification date. I understand that I must strictly adhere to the methodology and procedures specified in the approved application. Any change(s) to RRB-approved research must be submitted and approved by the RRB. Changes cannot be implemented until written approval is granted (See Appendix A). If revisions are approved by the RRB, I understand that the research must still be completed within one calendar year of the initial RRB approval notification date.			
I agree to send a final copy of the results to the Division of Accountability and Assessment within 20 calendar days of the "proposed project end date" in the approved research application. I understand that the study is not complete until this report has been provided to the Clayton County School District. I understand that I must submit a written request to revise the date ("Proposed Project End Date") for submitting the final report. If the final report or written request has not been received by the "proposed project end date," the dean of my college/university or the director of the sponsoring agency will be notified. Further studies from the same university, agency, and/or individual may not be approved until this requirement is completed. I agree to provide a presentation of the findings to a CCPS audience identified by the Division of Accountability and Assessment upon the completion of the study. I agree to grant Clayton County Public Schools free and universal access to and use of any data, instrument and/or products resulting from this research project.			
Research Applicant Signature Date			