

Research Proposal Process:

1. To submit a research proposal to the Eau Claire Area School District, the researcher should submit their proposal by clicking on the following form.

https://ecasd.sjc1.qualtrics.com/jfe/form/SV_d0TH9eRGFar3hdA

The research proposal needs to include the following:

- Project Name
 - Sponsoring Organization
 - Principal Researcher
 - Beginning and Completion Date
 - Purpose of the Research
 - Procedure/Methodology of the Research
 - Number of Participants
 - Roles/Expectations of the Eau Claire Area School District
 - Intended Use of Outcomes/Results
2. After the research proposal is submitted, the proposal will be reviewed and an email will be sent to the principal researcher to determine next steps.
 3. If the initial research proposal is approved, the principal researcher will need to submit the following:
 - A cover letter providing information on the research title, principal researcher(s) and contact details, signed by one of the principal researcher(s).
 - A title page that provides the name of the project, the principal researcher(s) and their institutional affiliations and the date of preparation.
 - Proposal requirements for conducting the research: procedures, and the researcher(s) must describe the amount of teacher, student, and administrator time needed and the physical resources required, such as classrooms and access to special facilities. If students and teachers are involved, the potential for classroom disruption must be detailed.
 - Instrumentation and other documents: Information about any instruments, observation schedules, curriculum materials, letters, or other documents to be used in the research must be provided to the Research Review Committee. The researcher(s) must present details for all instruments specifying the age/grade appropriateness, time required, and the reliability and validity of the instrument if that information is available. If the instrumentation to be used is commercially available or has been reviewed and referenced in material

- **Consent Forms:** Written consent must be obtained from active participants or from parents or guardians of minor-aged students (i.e., students under the age of 18 years) participating in research projects, except for studies involving observation of unidentifiable students engaged in normal school activities. Parents must be notified of their right to review all curriculum materials, questionnaires, and survey instruments that are to be used in the research study. The parents will be informed that the principal of their child's school will have copies of the materials for review at least two weeks prior to the deadline for return of the consent form. Written consent must be obtained from active participants, or from parents or guardians of minor-age student participants for studies involving identified students or access to student records. Where age and task appropriate, the individual student's written consent is also required. The researcher **MUST** obtain a completed Eau Claire Area School District Research Consent Form giving permission for participation signed by the parents or guardians and, where appropriate, the student. District personnel, including teachers, who participate in the research, must also give their consent. All prospective participants must be given adequate information that allows them to make informed decisions regarding participation in a proposed research project. Consent must be provided in written form for studies that involve identified personnel or access to personnel records. Consent letters should include the following:
 - The purpose of the research.
 - The procedure and criteria for selecting participant.
 - The procedure to be followed, including a description of the participant's involvement. ☐ Anticipated benefits for general educational knowledge.
 - Possible physical, legal, psychological, or other risks.
 - Parents' right to review curriculum materials and survey instruments prior to signing the consent letter.
 - Whether the participants will be personally identifiable, and to whom.
 - To whom results will be available, and for what purposes.
 - The person to whom inquiries should be addressed before, during and after the project.
 - That the school district is not conducting or sponsoring the research project.
- 4.** After the designated department receives the appropriate documentation, the designated department will make a final decision if the research can be conducted in the Eau Claire Area School District.