Research **PROTOCOL** and **AGREEMENT** for conducting research in

Texas A&M-SA University Institute for School & Community Partnerships SB 1882 partner schools

The Institute of School and Community Partnerships (the Institute) will work to accommodate researchers from within the Texas A&M University – San Antonio institution (the University) if proposals meet Institute criteria. The Institute requires that educational research projects conform to ethical standards. Therefore, the Institute requires researchers, including its own employees, to complete the pre-, concurrent, and post- research tasks outlined below.

Tasks before research may begin:

* Secure appropriate Institutional Review Board (IRB) permissions. The rights and welfare of our partner schools, students, families, teachers, administrators, and staff is paramount.  **Evidence of IRB or IRB exemption must be provided to the Institute.**
* Ensure that the proposed research aligns with the strategic mission and vision of the Institute.  The Institute's mission is to transform students through innovative practices, research, and policy.
* Complete and submit an Application Request for Research form. **See attachment RRF**
* Complete any additional steps required by the district or the Institute (e.g., criminal background check prior to entering schools).

Tasks during approved research:

* Strictly follow IRB and FERPA rules and guidelines.
* Strictly follow school, district, and Institute policies and procedures.
* Ensure research does not interfere with the educational programs of the school or district.
* Respect the privacy, informed consent and due process rights of students and school personnel.
* Ensure that all persons assisting in the research project are aware of, agree to, and adhere to the standards of research outlined by the University. https://www.tamusa.edu/graduate-studies-research/research/institutional-review-board/restart-research.html
* Work with the Faculty-in-Residence (FIR) to ensure ongoing compliance. The FIR must be kept abreast of research activities. S/he is the point of contact to provide clearance for researcher(s) to visit the school campus. The FIR must be notified prior to researchers making contact or requesting any information from school personnel.

Tasks upon completion of research:

* Provide the institute, school, and district with a copy of the completed research.
* Create a one-page report at a level of detail that makes the research usable to school personnel.
* Provide a one-page summary or infographic at a level of detail that makes the research comprehensible and meaningful for students, families, and broader community.
* Expected to give brief presentation on research to institute board of directors

Additional guidelines

1. Research including campus level personnel, especially involving principals, teachers and students, may not be conducted during the **first 20 school days or the last 20 school days of the school year**.
2. Research involving students and personnel of SB 1882 partner schools **must** maintain the dignity, well-being, and confidentiality of the individual(s) participating, including the rights guaranteed legally and constitutionally and abiding by policies of the district in which the school is located.
3. The research **shall not** unduly interfere with the classroom instructional process or the regular operations of the school or District.
4. Personal, social, and psychological research of any nature must not be in conflict with the rights of individuals or groups.
5. If data will be collected on or from individual students, written permission from the parent/guardian of every student shall be required prior to the implementation of the project.
6. **Approved** research shall be conducted in accordance with ***Policies, Rules, and Regulations and*** ***Administrative Procedures*** of the District in which the SB 1882 partner school is located.  The researcher shall cooperate with the staff member(s) designated by the SB 1882 partner school district to coordinate the research.  **It is the researcher’s responsibility to become familiar with the District’s operating policies**.
7. Approval of a request to conduct research is not an endorsement and does not compel any personnel of the SB 1882 partner school or district to participate in research studies.
8. An approved research study may be **terminated** at any time by the district superintendent or the Texas A&M-SA University Institute for School and Community Partnerships (ISCP).
9. The SB 1882 school, district, or the A&M-SA ISCP shall not incur any costs associated with the proposed research project.

**\*If approved, the requestor shall submit a copy of this Research Agreement and the Research Study Request to the principal or department administrator when requesting participation**.

*If my request to conduct research as presented in my Research Study Request is granted, I agree to abide by the Research Guidelines for Texas A&M-SA ISCP and the SB 1882 partner school and district as stated.  I understand that I am requesting assistance in a research project and I am not requesting information pursuant to the Texas Open Records Act.*

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| ***Signature of Requestor*🡆**  | Date:  |   |

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| **FOR OFFICE USE ONLY - INSTITUTE RESEARCH REVIEW COMMITTEE RECOMMENDATION:**  |
| Date of Review:  |   |   | Approved:  |   |   | Not Approved:  |   |  |

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|   |   |   |
| Signature of Executive Director |   | Date |

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|  **FOR OFFICE USE ONLY - DISTRICT RESEARCH REVIEW COMMITTEE RECOMMENDATION:**  |
| Date of Review:  |   |   | Approved:  |   |   | Not Approved:  |   |  |

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| Signature of Deputy Superintendent  |   | Date  |