

**BEDFORD COUNTY PUBLIC SCHOOLS
DEPARTMENT OF PLANNING & ASSESSMENT**

Application to Conduct Research Studies and Data Collection

The Department of Planning and Assessment accepts applications to conduct research studies and data collection throughout the year, and reviews the applications two times a year. Applications must be received by the cycle deadline, or the application will not be reviewed until the next cycle deadline. Cycle deadlines are **August 1** and **December 1** of each year.

Research studies/data collection involving the participation of Bedford County Public Schools (BCPS) students will not be permitted from May 1 to September 30 of each year.

The applicant must provide 5 copies of the application and all required enclosures. Complete application packets should be sent to:

Research Review Committee
Department of Planning and Assessment
Bedford County Public Schools
310 South Bridge Street
Bedford, VA 24523

Please read carefully each statement below. Your signature indicates your agreement to abide by the following statements and BCPS Policy JHDB Data Collection/ Research.

- Research study/data collection participation by BCPS students or staff is voluntary and the anonymity of the participants must be preserved.
- The research study/data collection must not impose an undue burden to BCPS's resources or on the instructional time of its students. The research study/data collection must align with the strategic goals and/or objectives of BCPS.
- The review of the application to conduct research studies/data collection by the Research Review Committee in no way obligates BCPS to approve the research study/data collection proposal. Any applicant approved by the Research Review Committee must abide by the policies and regulations of BCPS. Failure to do so will result in the termination of the research study/data collection activity.
- If the research study/data collection is approved, **a copy of the findings must be submitted to the Research Review Committee** within 45 days of completion of the research study/data collection at no charge to BCPS.

Applicant's Signature: _____ **Date:** _____

Applicant Information

Name: _____

Home address: _____

Home or cell phone: _____ Email: _____

Employer: _____

Work address: _____

Professional position/title: _____ Work phone: _____

University Affiliation

Is the study to fulfill a graduate school requirement? (If not, skip to next section.)

If so, for what purpose: Graduate class Graduate thesis Doctoral dissertation
 Other, explain: _____

Applicant's university affiliation: _____

Applicant's university advisor: _____

Advisor's phone: _____ Advisor's email: _____

Advisor's address: _____

Non-University Affiliated

Is the study in association with your current place of employment? (If not, skip to next section.)

If so, provide a point of contact at your place of employment:

Contact name: _____

Contact's position: _____

Contact's phone: _____ Contact's email: _____

Study Background Information

Title of research:

Major research questions/problems to be addressed:

Will there be additional researchers involved aside from applicant?

If so, list: _____

How will the research be financed?

Requirements for the Completion of Study

Schools involved: Elementary Middle High Alternative Ed.

Number of schools needed: _____ **Specific grades needed:** _____ **Number of students needed:** _____

Specific characteristics of students needed:

Racial Background Gender Achievement Level Special Education

Other **Explain:** _____

Amount of time needed with students: _____

Student files needed: **If yes, what type:** _____

Number of staff members needed: _____ **Amount of time needed with staff members:** _____

Specific characteristics of staff needed:

Racial Background Gender Degree/Content Special Education

Other **Explain:** _____

Instrument to be Used

Type of instrument(s) to be administered: _____

Who will administer the instrument(s)? _____

Who will the instrument(s) be administered to? _____

What is the time frame for administration of the instrument(s)? _____

Required Enclosures

The following are the required enclosures that must be submitted in conjunction with the application in order for the applicant's request to be considered for approval.

- Research proposal
- Institutional Review Board (IRB) approval letter (if applicable)
- Consent forms (in compliance with BCPS Policy JHDB if applicable)
- Research instruments
- Resume

Research proposals must be divided into the chapters outlined below and must contain the information below:

1. *Methodology*
Indicate how the research will be conducted including limitations of the study.
2. *Research Instruments*
Include a description of the instruments, who the instruments are administered to, who administers the instruments, and scoring if applicable.
3. *Sampling*
Include an explanation of the procedure to acquire the sample and a description of the sample.
4. *Data collection*
Include an explanation of the data collected and the procedure used to collect that data.
5. *Data analysis*
Indicate how the data will be analyzed.
6. *Timeline*
Include an overall time line and an itemized timeline of all tasks to be completed.
7. *Funding*
Indicate how the research will be funded.
8. *Benefit to BCPS*
Include an explanation of the research's alignment with BCPS's strategic goals and/or objectives and how it will help improve the educational quality or services of BCPS.