



**Petersburg City Public Schools  
Office of Research, Testing, and Evaluation  
255 south Boulevard East  
Petersburg, VA 23805**

### **External Research and Evaluation**

Petersburg City Public Schools may allow qualified individuals and/or organizations to conduct research, surveys, and evaluation projects that are aligned with school division goals and objectives and that have the potential for improving teaching and learning, for providing immediate, practical implications for improving educational outcomes for children, and for improving staff and program effectiveness. This provision applies to researchers who are not employed by Petersburg City Public Schools and to Petersburg City Public Schools' employees who are conducting research outside of the scope of their position responsibilities (i.e., as part of the requirements for a course or degree program).

Applications to conduct research studies may be submitted throughout the year; however, applications will only be reviewed three times a year. Applications will be reviewed July-August; November-December; and March- April. Applications should be submitted at least three weeks before the end of the review cycle or the application will not be reviewed until the next review cycle.

### **Criteria for Research**

All proposals for conducting research projects must be submitted to the Office of Research, Testing, and Evaluation for review. All research applications and proposals will be reviewed using the following criteria:

- 1.** The proposal is free from factual, grammatical, spelling, and typographical errors. Proposals containing such errors will not be accepted for review.
- 2.** The proposed research project is in the best interest of students and the schools. Research studies that have the potential for misinterpretation or misuse of data or studies requiring invasive physical examinations will not be approved.
- 3.** The time of staff and student required by the project must be fully justified by the expected educational benefits to the staff and students. Intrusion on student and staff time and disruption of normal routines in classrooms and schools must be minimal. Research projects must not be conducted during local or state testing windows.
- 4.** The proposal provides adequate procedures for securing informed consent. Staff members may not be asked to conduct/manage the administration of informed consent for external research projects.
- 5.** Surveys of students attitudes must not contain items which ask students to reveal information concerning:

- a. Political affiliations
  - b. Mental and psychological problems potentially embarrassing to the students, their families, their school or the school division
  - c. Sex behavior and attitudes
  - d. Illegal, anti-social, self-incriminating and demeaning behavior
  - e. Critical appraisals of individuals with whom the students have close family relationship
  - f. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers, etc.
  - g. Income
6. The research proposal must be approved by the applicant's Institutional Review Board (IRB). A copy of the approval letter must be submitted with the application.

### **Procedures for conducting Research in Petersburg City Public Schools**

#### *Submission of Proposals*

Requests to conduct research must be submitted to the Office of Research, Testing, and Evaluation. The researcher must submit one copy of the following documents:

- Information cover sheet
- Signed research contract
- Proposal Description
- Data collection instruments/interview protocols

#### *Review and Decision*

The research proposal will be reviewed and evaluated by appropriate personnel from the administrative and instructional area(s) to which the research relates. The review committee may suggest revisions to the proposal prior to a final decision on its acceptability. Applicants will be notified in writing of the approval or denial of their request.

#### *Reports of Dissemination*

The researcher will provide Petersburg City Public Schools with a copy of the results. Petersburg City Public Schools must be allowed by the researcher to make non-commercial use of the project results for the benefit of the school division.





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**III. Participants**

Population: Students Teachers

Grade level(s): Elementary High

Middle Other (Specify)

Number of participants needed: \_\_\_\_\_

Name of school(s): \_\_\_\_\_

Will PCPS be required to provide additional data? YES  NO

If yes, specify what is required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. Proposal Description**

Provide a description of:

- a. Purpose of the study/Statement of the Problem
- b. Research questions and/or hypotheses
- c. Research design and methodology describing the subject population and criteria for selection; how the subjects will be recruited for participation. Included a discussion of the procedure for obtaining informed consent and attach a copy of the informed consent document.
- d. Research instrument (i.e. survey, interview questions) including validity and reliability of instrument.
- e. Data to be collected; data collection procedures (e.g., standardized test, questionnaire, observation, etc.). Describe methods to be used in analyzing data.
- f. Time line for the completion of the study.
- g. The benefit of the study to Petersburg City Public Schools.

Mail or Fax all requested material to:

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Office of Research, Testing, and Evaluation  
255 South Boulevard East  
Petersburg, VA 23805  
804-862-7201 (phone) 804-732-2154 (Fax)



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**External Research Proposal Request Contract**

In accordance with the State and Federal law Petersburg City Public Schools may only allow disclosure or personally identifiable information from students' educational records to organizations or individuals conducting research and/or may approve requests to conduct research in the school division if the following conditions are met:

1. The research is being conducted either by an educational agency or institution or by an organization on behalf of an educational agency or institution for the purpose of developing, validating, or administering predictive test, administering student aid programs, or improving instruction; or the study is to be conducted by the staff of a college, university, or laboratory which is sponsoring or which has otherwise approved the research.
2. The information requested is necessary for the research project or study.
3. The organizations and/or researchers have obtained parental consent for the release of personally identifiable information from student educational records.
4. The organization and/or researchers agree that no pupil, parent, staff member, school, or the Petersburg City Public Schools will be identified by name or in any other manner, either in the information submitted for research or by any other means.
5. The organization and/or researcher agree that all information including any personally identified information will be destroyed when it is longer needed for the purpose for which it was collected.

It is hereby agreed that the organizations and/or researchers are eligible, under Paragraph 1 above, to conduct the research, and that the further conditions or Paragraphs 2, 3, 4, and 5 will be met.

The organization and/or researcher hereby certify, by execution of this contract, that research staff having direct contact with Petersburg City Public Schools students have not been convicted of a felony or any offense involving the physical or sexual abuse of a child or crime or moral turpitude.

If the conditions of this contract or the procedures for conducting research are not met, or are broken at any stage of the project, Petersburg City Public Schools reserves the right to deny future access to all records, personnel, facilities, etc., and to revoke permission for use of all records as data previously obtained. It is further agreed that a copy of the results or completed study will be furnished to Petersburg City Public Schools at the conclusion of the study.

Researcher	Signature	Date
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Advisor	Signature	Date
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