

**PROCEDURE FOR REQUESTING APPROVAL FOR
AND CONDUCTING RESEARCH IN SCHOOL SYSTEMS WITHIN
FRANKLIN COUNTY BY AFFILIATED FACULTY, GRADUATE STUDENTS
AND STAFF OF THE OHIO STATE UNIVERSITY**

To facilitate research activities in the field, the researcher will follow the procedure listed below:

1. Prepare a prospectus of the proposed study according to the format on the reverse side of this page.
2. Submit a proposal to the OSU Human Subjects Review Committee (Research Risks/Protocol, 1960 Kenny Rd., Columbus, Ohio 43210) for approval in meeting guidelines of research protocol.
3. Fill out the Research Format Form and attach a cover letter to Don Cramer with the School District and the name of a school if you know where you would like to do your research. If you know the school and have preliminary approval, try to include a letter for the principal or teacher. Submit sufficient copies of the prospectus and proposal (with IRB protocol Number) for each of the districts to be included in this research and one for the Office of Outreach & Engagement. Contact Don Cramer, Office of Outreach & Engagement, 185A Arps Hall, to clarify the number of copies required per School District. (Columbus Public requires five (5) copies).
4. The College Education and Human Ecology requires any student/faculty member engaged in research involving children or youth to complete a background check (BCI and FBI) prior to beginning their research.
5. The Office of Outreach & Engagement will forward copies of the prospectus to the School District liaison person. Fee authorization credit will be issued to the School Districts that agree to cooperate with a researcher.
6. The School District liaison person will notify the Office of Outreach & Engagement of the acceptance or rejection of the proposal. This office will, in turn, notify the researcher. This process usually takes four (4) to six (6) weeks.
7. Once a study has been accepted, the researcher will contact the appropriate building principal to make the necessary arrangements for the conduct of the project.
8. The researcher will advise the School District and the Office of Outreach & Engagement of the completion of the project.
9. **The researcher will provide the School District with a copy of the results of the study if requested by the district.** Please include a statement in your prospectus or proposal that you will provide results of your study to the district.

Please follow these eight (8) steps in sequence.

Revised: 9/1/05

**THE OHIO STATE UNIVERSITY
COLLEGE OF EDUCATION
RESEARCH FORMAT FORM**

Title of research

Proposal: _____

Submitted: Quarter: _____ Date: _____

Investigator's Name: _____

Home Address: _____

Campus Address: _____

Telephone: Home: _____ Office: _____ E-mail: _____

School: _____

Graduate Advisor (if applicable): _____

Outline for Prospectus
(Attach proposal submitted to IRB)

Human Subjects Review Ctte (IRB)
Protocol # _____

1. Problem statement
2. Related research (literature)
3. Objectives of research
4. Methodology (including what is needed from the school for your research)
 - a. Sample of population (grade level, number of students, etc.)
 - b. Data collection procedure (include instructions and attach instruments)
 - c. Analysis
5. Time schedule (length of data collection in the school)
6. Personnel (person(s) assisting you)
7. Facilities (what will you need at the school; i.e., room, desk, chairs, etc..)

PLEASE LIST SCHOOL DISTRICT(S) IN WHICH YOU WISH TO CONDUCT RESEARCH

District	School Contact	Date Sent	Date Apprvd.	Date Modified w/IRB Approval	Date Denied
1.					
2.					
3.					