Conducting Research in Lewisville ISD

The objective of a formal protocol for requesting permission to conduct research in Lewisville ISD is to conform to Lewisville ISD practice and to set forth guidelines for individuals requesting permission to conduct research in Lewisville ISD. Any study that involves data collection through observations, interviews, surveys, tests, electronic data collection, and the like, from students and personnel in Lewisville public schools is defined as “research” and is subject to Lewisville ISD practice and the following procedures. This includes Lewisville ISD employees who are collecting data and testing students, not as part of their regularly assigned administrative or instructional duties.

These guidelines seek to balance the need for advancement through research with the need for uninterrupted instructional activities for maximal student learning. In addition, by requiring an approval process, this administrative regulation acts to ensure the protection of staff and student rights. Researchers should be aware that permission to conduct research is a multistep process, and permission to conduct research in Lewisville ISD does not guarantee any school’s willingness to participate. In most instances, the principal of a school will have the authority to make the final decision regarding participation. In addition, if staff participation is requested, the staff member participation will be voluntary in most instances. However, initial permission may be granted only through the Research Committee.

All requests for permission to conduct research in the District should consist of

* 1. Lewisville ISD Research Request Application
	2. Research Proposal
	3. If applicable, University IRB Application/ Approval Letter
		1. Research may not commence prior to LISD receiving IRB approval letter.
	4. Data Collection Instrument

The request with all required documentation and proposal (e.g., thesis, dissertation) should be sent to

 fitzhughsr@lisd.net

The Research Committee meets on a monthly basis to review proposed studies. If clarification or more information is required by the committee, at least two months may be required for approval. The committee may take the following actions:

The committee may approve the proposal as submitted.

The committee may suggest that certain changes be made in the procedures and/or design and ask that the applicant submit a modified proposal. Modified proposals will be processed in the same manner as first applications.

The committee may deny approval on the grounds that, in the judgment of the committee, it would be inappropriate to conduct the proposed research study. Deficiencies will be outlined for the applicant.