

JCPS RESEARCH REQUEST GUIDANCE

Dear Principals and Administrators,

Since we have a considerable number of new principals over the last few years, I wanted to make sure everyone is aware of how JCPS handles research requests from research institutions, JCPS contractors, vendors, and government agencies. We are currently getting around 100 research requests a year.

All research and study requests must get approval from the JCPS Institutional Review Board (IRB). This committee has representation from a) Academic School Division, b) Academic Support Programs, c) Diversity, Equity and Poverty, d) Open Records e) Accountability, Research and Systems Improvement, f) Accelerated Improvement Schools, and g) a community representative.

If you have any person or institution wanting to do a research project (including surveys) with your school, please make sure they have approval. Some typical types of requests we get are:

- Doctoral students, including JCPS employees, working on their dissertation
- University staff wanting to do research
- Evaluations for grants the district has received
- Vendor programs/professional development wanting to do pre/post-tests or surveys
- JCPS contractors or institutions that have a MOA/MOU
- State and Federal studies

As a general rule, if the IRB approves a research project – this does not commit the school staff to participation. The JCPS IRB approval gives permission for the research project to proceed, which includes the researcher's responsibility to recruit participants. As part of the Professional Education Community, we try to encourage you to participate when possible, but we also realize that participation can be a major commitment. Participation is voluntary - it is you and your individual staff member's choice. There are a few research projects that we highly encourage JCPS staff to participate. These are typically ones that JCPS is either contracting with the researchers or with whom JCPS is partnering (such as grants or where we have a MOU/MOA).

Please feel free to contact me:

- if you get any requests and want to verify the study has been approved,
- to determine if a project needs IRB approval, or
- have any other research related questions.

Thanks again for all that you do!

Joe Prather
Specialist Research Department
IRB Chairperson
Joseph.prather@jefferson.kyschools.us
(502)485-7073