



THE DISTRICT

Conducting Research at Ysleta ISD

Welcome to the YISD Assessment, Research, Evaluation and Accountability Office (A.R.E.A.)!

If you are interested in conducting research at YISD, please read the district policy and provide the required documentation.

Basic Information

All research projects must adhere to the federal regulations that stipulate protection of human research subjects (U.S. Department of Health & Human Services--45 CFR Part 46) and the privacy rights of individuals (Family Educational Rights and Privacy Act—20 USC & 1232 34 CRF Part 99).

Directions

Submit the YISD research application to the A.R.E.A. Office. You may mail, e-mail, fax or bring your application to the office.

Upon approval, a notification letter with a district IRB number will be sent to the principal investigator. District approval does not ensure campus approval or subject participation.

Informed Consent

It is mandatory that informed consent must be obtained prior to beginning the research project. In the case of students as research subjects, parental consent is required. In some cases, assent forms from students will be requested. Research projects that request aggregated data (e.g. STAAR results by campus) are not required to obtain consent unless the data is based on personal identification (e.g. teacher names and class STAAR scores).

Timeline

Applications will take **about 30 working days** to process and review. There may be a request to modify parts of your application and this may delay the application process. **The district application timeline does not include the time that might be needed to get campus approval, recruit research participants, background checks, or data retrieval (data retrieval may take an additional 30 working days).** Therefore, it is highly recommended that each research proposal be planned with appropriate timelines.

For a more detailed list of requirements and additional information please refer to our website: <http://www.yisd.net/Home/Academics/LearningSupportServices/AREA/ExternalResearch.aspx>

University Projects Whose Primary Purpose is to provide a Learning Experience in Research Methodologies

- All students will require IRB approval from the district even when their institution exempts them.
- Projects must involve only minimal risk to subjects (risks of harm anticipated are not greater than those ordinarily encountered in daily life).
- Projects cannot involve sensitive topics or confidential information that could place a participant at risk if disclosed (any method that investigates opinions, behaviors, or experiences regarding sexual orientation, incest, rape, sexual molestation, deviant sexual behaviors, sexual conduct, practices of contraception, abortion, pregnancy, substance use, substance abuse, suicide, depression, obsessive compulsive behaviors, traumatic experiences, or any other mental health issue).
- Projects **cannot involve interactions of any kind with students. They may only be observed.**
- Project participation must be voluntary, with full informed consent given in writing (in English and Spanish) from every research subject before any research activity is started.
- Project **results must never be distributed outside the classroom.** The collected data cannot be used on future projects meant for dissemination (thesis, dissertations, journal articles, presentations, etc.) without the re-submission of an IRB request to both the student's university and the district.
- Student data must be aggregated and masked to avoid personally identifiable information.
- Students who are YISD employees are discouraged from doing research with students they teach or otherwise oversee as part of their job responsibilities

If you have any questions, please contact either Elea U. Herrera at (915) 434-0718 or eherrera14@yisd.net or Francisco Martinez at (915) 434-0721 or fmartinez26@yisd.net

YISD EXTERNAL RESEARCH APPLICATION

Directions

Be as specific as possible when providing information.

Type the application/use Microsoft word program.

Provide a copy of the IRB approval from your institution, agency, or organization.

NOTE: Researchers who will come in contact with students are subject to a background check, for which a fee may be charged.

CONTACT INFORMATION

Principal Investigator /Main Contact Person

Name:
Address (if P.O. Box address provide an alternative address):
Phone Number:
Fax number:
Email:

Affiliation/University

Name:
Address (if P.O. Box address provide an alternative address):
Phone Number:
Fax number:
Email:

Project Director/ Supervisor / University Professor (Chair)

Name:
Address (if P.O. Box address provide an alternative address):
Phone Number:
Fax number:
Email:

TITLE OF YOUR RESEARCH STUDY

ORGANIZATIONAL/PERSONAL OBJECTIVE OF RESEARCH STUDY
(Check box)

University	
Dissertation (Ph.D./Ed.D.)	
Thesis (Master's)	
Partial fulfillment of graduate course requirement	
Faculty Research/Publication	

Government	
• State	
• Federal	

Other	
• Private Organization	
• <u>name</u>	

TYPE OF RESEARCH STUDY

Is part of your proposed research study the implementation of a program? Yes ___ No ___

If yes, what type of program?

- Curriculum methods program (e.g. math instruction) _____
- Student services program (e.g. student mentoring) _____
- After school program (e.g. diabetes prevention) _____
- Professional development _____
- Other _____

PLEASE NOTE: If proposing the implementation of a program, please attach a copy of the program, its time table, curriculum, and materials.

ETHICAL CONSIDERATION: If you are planning to implement an instructional program as part of graduate coursework requirement, it is highly recommended that ALL of your students receive the same instructional program.

Is this a longitudinal study? Yes ___ No ___

PLEASE NOTE: If proposing a longitudinal study, please note that each year a research application will need to be submitted. District approval is based on a yearly basis.

Is this research part of a contract or grant? Yes ___ No ___

If so, please identify _____

PURPOSE OF RESEARCH STUDY

1. What is the purpose of your research study? Explain (provide rationale grounded in previous research literature or attach a copy of your literature review).
2. What is your hypothesis?

RESEARCH METHODS

Research Participation

1. What criteria are you using to select the study's sample (e.g. demographics)?
2. Explain sampling method (e.g. stratified sampling).
3. Describe your potential research participants below.

SAMPLE	NUMBER	DESCRIPTION (grade, name of schools, other characteristics)
STUDENTS		
STAFF/OTHER		
PARENTS/GUARDIAN		

PLEASE NOTE: You must obtain principal approval to conduct research at the respective campus.

4. Explain the procedures (logistics) you will employ to solicit the participation of research subjects (e.g. meet with teacher and students).
5. Explain the procedures (logistics) on how you will obtain informed consent from your research participants (e.g. who will hand out the consent forms, how they will be collected, etc.).
6. What are the potential risks to your subjects? Explain below.

RISK INVOLVED (if this does not apply write NA)

Physical	
Emotional	
Psychological	
Social	
Financial	

7. What steps will you take to minimize risks?

Physical	
Emotional	
Psychological	
Social	
Financial	

Data Collection Methods

1. What instruments will you employ in your study?

PLEASE NOTE: You will need to provide copies of your research instruments (surveys, questionnaire, interview questions, etc.) along with the application.

2. How will the data be collected? Provide detailed description of data collection procedures as well as who will be involved in the data collection (e.g. names of research team).
3. Describe anticipated disruptions to campus life (e.g. classroom visits, time taken from instructional sessions, home visits, etc.)
4. If you are requesting database file information from the district, please provide list of all the variables (it is preferable that an EXCEL formatted list be provided).
5. What steps will be taken to maintain data confidentiality/anonymity?
6. How will the data be stored and secured?
7. Who will have access to the data? For what purpose. Explain.

Methods of Data Analysis.

1. Explain the planned methods for data analysis (e.g. quantitative/qualitative methods).

Results

1. How and where are the results going to be disseminated (e.g. journal, thesis manuscript, etc.)?



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ASSESSMENT, RESEARCH,
EVALUATION, AND ACCOUNTABILITY

EGA-R Research Studies

Individuals proposing to conduct research in the District will adhere to the following guidelines:

1. Researchers must provide the District a completed form that stipulates the purpose of the research to include objectives, if any; the proposed dates the research will be conducted and concluded; who will conduct the research; contact information for the person(s) conducting research; proposed copies of instruments to be used and letters of parent permission in English and Spanish to guarantee student anonymity; database files needed; any special data fields needed that may not exist currently; on-site observations, interviews, or surveys if applicable; explanation of how the data will be kept and analyzed; characteristics of the data that guarantee student anonymity; anticipated disruptions to campus life if any; a description of how the data will be reported; and notification of how and when the data will be destroyed.

Anonymous data available in the Texas Academic Performance Reports needs no approval.

2. Researchers must sign a Confidentiality Agreement and a Research Agreement to ensure they will adhere to FERPA and District Guidelines.
3. Researchers must provide a signed copy of IRB approval from the institution they are doing research from if IRB approval is needed by that institution.
4. Researchers must consent to a background check and provide a legible copy of their US driver's license for each individual that will be interacting with District students.
5. Researchers must provide the name of the affiliation of the research group and, if pertinent, any subcontracted agreements by which it is offered entry into the District to conduct research.
6. Once approval has been granted, the researcher(s) are responsible for contacting the appropriate campus(es) and/or department administrator for participation.
7. A denied research request may be amended jointly between the requesting institution and Office of Assessment, Accountability, and Research until it is accepted.
8. Appeal of a denied research study request may be directed to the Board of Trustees.



Research Agreement

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By signing below, I understand and agree to the following conditions:

- § That no identifying information will be released without the express consent of all participants;
- § That all participants, regardless of age, and parents be given a consent form, and that I provide samples of the consent forms before I begin my study;
- § That the District's name not be used when I publish my findings without previous consent in writing;
- § That I keep the Office of Assessment, Research, Evaluation and Accountability apprised of my progress through updates throughout the duration of my project;
- § That I provide the Office of Assessment, Research, Evaluation and Accountability a copy of the final report/results of my research; and
- § That to the best of my efforts will not present the District in a misleading or negative fashion.

Signature

Date



Confidentiality Agreement

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The Ysleta Independent School District will keep all student information anonymous and confidential as required by FERPA, the Family Educational Rights Privacy Act of 1974 and by District Policy EGB. This document is an extension of the application (preceding page) to conduct research in the district.

The user identified below promises to create a unique identifier for each participant in the sample and once created, to delete any and all original identifiers (ex. name, PEIMS ID, date of birth) from any data set (electronic or paper). Uniquely identified data will then be kept locked in such a way that only the project manager or designee (named in application) will have access to them. All data will be destroyed at the conclusion of the project or at a time shortly after the conclusion.

This date is anticipated to be _____.

No portion of any data file is to be copied or transferred from the secure server or confidential paper data file to a secondary company/agency.

I, _____, have read the above procedures for protecting the confidentiality of individual records and agree to abide by the procedures while using data from the Ysleta Independent School District, El Paso, Texas.

Signature

Date

Signature

Date



Background Check

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Dear Researcher:

It is necessary to obtain the information contained by the Computerized Criminal History database maintained by the Texas Department of Public Safety (or similar agency if out of state). This data is requested of all researchers who will have contact with students at the Ysleta Independent School District. Please provide a legible copy of a U.S. ID. This action is pursuant to the Texas Education Code Section 22.083.

Thank you for your cooperation.

Authorization to Conduct Background Check

I, _____, the undersigned, a researcher who would like to observe, interview, survey, or otherwise have contact with students in the Ysleta Independent School District as part of my research project, do hereby authorize the District to obtain any criminal history information that relates to me. The authority is given pursuant to Section 22.083 of the Texas Education Code.

Please briefly describe your project and the interaction you will have with students.

Legal Name

Maiden Name

Social Security Number

Date of Birth

Street Address

Driver's License # / State / Expiration Date

City / State / Zip

Signature of Applicant

Phone Number