



Institutional Review Board (IRB) Student Application

Conroe Independent School District

This document explains the guidelines for obtaining permission for a student to conduct research in and/or through the Conroe Independent School District. The following application must be completed and submitted to your campus Institutional Review Board for review and approval before students begin conducting research.

Definition: Research is defined as any data collection from or about students, parents, and/or staff, including any research outside the school system conducted by CISD researchers. Research includes, but is not limited to, data collection to fulfill the requirements of a research assignment.

Purpose: The purpose of this document is to establish a standard procedure for individuals or agencies to follow when requesting to conduct research in/through Conroe ISD. Having a standard procedure for researchers helps:

- To protect the rights and privacy of minors, students, parents/guardians, and/or staff members
- To protect the academic integrity of programs within Conroe ISD
- To promote quality research which will improve a body of knowledge in the chosen research field
- To enable IRB research committee members to review applications in light of existing laws and statutes about privacy and research

Ethics Statement: Student researchers are expected to maintain the highest standards of honesty and integrity. Scientific fraud and misconduct are not condoned at any level of research. This includes plagiarism, forgery, and fabrication of data. If the researcher is found to use fraudulent data and the researcher fails to abide by the expectations set by the Institutional Review Board, the researcher will have the application denied and all research components revoked.

By applying for IRB approval, the researcher agrees to ALL of the following:

- If the application is denied, the researcher can revise/edit the application and resubmit the application to meet IRB expectations
- Give written assurance that individuals, schools, and/or the district **are not identifiable** in the final research study or report
- Give assurance that the **research has no undue effect** on test subjects and/or does not interfere with the operation of schools in the Conroe ISD.
- Schools and teachers may elect not to participate in your research study (even if your research proposal is approved) and cannot be forced to do so.

CISD Campus IRBs consist of:

- an educator
- a school administrator
- a medical or mental health professional
- any additional specialized experts as needed

NOTE: To avoid conflict of interest and maintain professionalism, no academic adviser or parent/relative of the student may serve on the IRB reviewing the application.






Steps to follow when requesting permission to conduct research:

1. Complete the CISD IRB Research Application and have it signed by the student's course instructor before submission. ***The application must be typed.***
2. Read and sign the applicant agreement form. Have your course instructor read and sign the applicant agreement form.
3. ***Attach copies of any questionnaires, interview protocols, tests, or data collection instruments that will be used in the study.***
4. ***Prepare and attach participant consent forms.*** If data will be collected from or on individual schools, students, parents, or staff, permission to participate will be required and a copy of the participant agreement must be included with the research application. The letter should permit the parent, student, or staff member to give full or knowing consent. The final consent letter must:
 - Be signed by the parent or guardian giving consent, as well as the student, if applicable.
 - State the date consent is given.
 - Specify the reason for data collection or release.
 - Specify the data to be collected or the student data records to be released.
 - Identify the persons and institutions to which the information will be released.
 - Describe any feedback to be provided to the parent, student, or staff member, if applicable.
 - Indicate that participation in the project is voluntary; will not affect student grades or staff employment/evaluation; and that consent may be withdrawn at any time without penalty.
 - Provide the name and contact information of the student researcher conducting the project should the participant have additional questions.
5. Submit the completed application with supporting documents (applicant agreement form, participant consent forms, questionnaires, protocols, tests, etc.) within a folder labeled for your campus CISD Institutional Review Board via your classroom teacher.
6. Maintain a copy in your PReP folder for access at any time.

IMPORTANT NOTE: *If any of the items below do not apply to your research, please indicate them as such and state the reason as to why. This will demonstrate that you have considered/reflected on each area!*

The Conroe Independent School District as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about Title IX rights or Section 504/ADA rights, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.





Conroe Independent School District Confidential Data Applicant Agreement Form

Name of Researcher Applicant	
Researcher Applicant Student ID #	
Researcher Email	
Research Project Proposed Title	
Course Instructor Name	
Course Instructor Email	

I, _____ (**print name**), understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act of 1973 (FERPA) and the implementing federal regulations found in 34 CFR Part 99. I understand that participation in a research study by students, parents, and school staff is strictly voluntary. In addition, I understand that any data, datasets, or outputs that I, or any authorized representative, may generate from data collection efforts throughout the duration of the research study are confidential and the data are to be protected. I will not distribute to any unauthorized person any data or reports I have access to or may generate using confidential data. I also understand that students, schools, or the district may not be identified in the research report. Data with names or other identifiers (such as student numbers) will be disposed of when their use is complete. I understand that acceptance of this request for approval of a research project in no way obligates Conroe ISD to participate in the research. I also understand that approval does not constitute a commitment of resources or endorsement of the study or its findings by Conroe ISD or by the Board of Education. If the research project is approved, I agree to abide by standards of professional conduct while working in the schools. I understand that failure to do so could result in the termination of the research study. I understand that the study is not complete until this report has been provided to the Institutional Review Board.

Research Applicant Signature

Date

Course Instructor Signature

Date





Conroe ISD IRB Research Application

Requests to conduct research within/through Conroe ISD ***must conform to the following format and be typed/printed*** and included within your folder.

1. The numerals and headings should be used in preparing the proposal.
2. An original, signed copy of the proposal along with three (3) copies for the entire IRB panel.
3. You will typically receive a response and feedback within a week. Please note that schools and teachers may elect not to participate in your research study, even if your proposal is approved at the school level.
4. ***NOTE: If one of the items below does not apply to your research, please indicate as such and state the reason as to why. This will demonstrate that you have considered/reflected on each area!***

I. RESEARCH PROJECT IDENTIFICATION

A. Researcher Name and Student ID Number	
B. Research Collaborators: - Course Instructor (include title and contact information) - Expert Adviser (include title and contact information)	
C. Date of Application Submission	
D. Title of Proposed Research Project	

II. RESEARCH GOALS

A. Research Question	
B. Definitions (any terminology that need to be defined within the research question)	
C. Research Methodology (include justification as to why this method is aligned with your question).	

