



# Academic Research

## SUMMARY

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Hampton City Schools supports the continued scholarship of adults in undergraduate and graduate programs and has a process for such individuals to apply to conduct research using our facilities, data, employee expertise and experience, and access to our students provided that such research does not interfere with our core mission.

The following factors are used in determining whether the school system can accept a research proposal:

- The technical soundness of the research design;
- The appropriateness of the research in a public school setting;
- The availability of research sites and subjects; and
- The need for the division to protect the personal and legal rights of students, parents, and staff.

Individuals wishing to conduct research in Hampton City Schools are required to submit the request in writing using the "Research Authorization Request" to the Department of Accountability and Information Systems. In addition to the form itself, applicants are asked to submit an executive summary of the research proposal/prospectus submitted to the college or university. Applicants are also asked to provide proof that their advisor and /or committee and the Institutional Review Board (IRB) have approved the research project and methodology.

The Research Authorization Committee (RAC), chaired by the Director of Accountability and Information systems, is comprised staff members who can evaluate the likely impact of the study on school operations and learning as well as the potential contribution to the scholarly body of knowledge. This committee is responsible for evaluating all requests for studies to be conducted within HCS. Upon receipt of the research request application and all required supporting documentation, the RAC chairperson's signature is required before a study may proceed to the Committee.

The decision of the committee is conveyed via letter to the individual applicant and, when necessary, the college or university per any forms they require. Unless specified in the approval letter, there are no additional permissions necessary, i.e. applicants do not have to secure the permission of principals to survey staff members, or the IT department to use the division email.

Participation of students, parents, and staff members in a study is completely voluntary. Any instruments to be administered to research subjects must display a clarifying statement to this effect. The identity of any participant, school, or the division must be preserved.



## Academic Research Authorization Request

### A. APPLICANT INFORMATION

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1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
*Street City State Zip*
3. Home Phone: ( ) Business Phone: ( )
4. E--mail Address: \_\_\_\_\_
5. Are you employed by Hampton City Schools? ☐ No ☐ Yes;; Position: \_\_\_\_\_
6. If you are proposing this study in connection with the degree requirements of a college or university, please provide:
  - a. Institution: \_\_\_\_\_
  - b. Department: \_\_\_\_\_
  - c. What degree? ☐ Master's ☐ Doctoral ☐ Other (specify) \_\_\_\_\_
  - d. Course Name: \_\_\_\_\_
  - e. Name of your advisor or committee chairperson: \_\_\_\_\_
7. What is the approval status of your proposal at your college or university?  
☐ Formally approved ☐ Approved by advisor, but not committee ☐ Not approved yet
8. If your study involves human subjects (e.g. students, parents, and/or staff), you must have prior approval from your institution's review board. Have you received IRB approval?  
☐ Yes ☐ No ☐ Not Applicable

## B. PROPOSED STUDY FEATURES

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1. Title of research:

\_\_\_\_\_

\_\_\_\_\_

2. Desired time schedule for carrying out the research: From \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_  
Mo. Yr. Mo. Yr.

3. Type of research or information requested:

☐ Student Records ☐ Student Surveys ☐ Admin/Teacher Interviews ☐ Focus Groups

☐ Teacher Records ☐ Admin Surveys ☐ Student Interviews ☐ Test Results

☐ School Records ☐ Teacher Surveys ☐ Other Data \_\_\_\_\_

4. Time commitments required of participants to complete survey/interview(s)?

\_\_\_\_\_

5. If data are requested from HCS to conduct the study, indicate the kind(s) and amount of data the request entails. \_\_\_\_\_

## C. REQUIRED ATTACHMENTS

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Check items you are attaching to this application:

☐ Executive Summary/Abstract (3 page maximum) including:

- Proposal description,
- Specific research objectives, and
- Detailed data collection methodology, including definition of and anticipated number of subjects

☐ Copies of all data collection instruments used as a part of the study, including a copy of the informed consent agreement detailing the subjects' voluntary participation

☐ Copy of your Institutional Review Board (IRB) approval, if research proposal involves students or staff

#### D. RESEARCH ACTIVITY REPORTS

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I understand that when HCS students, staff members, or parents are participants in a research study, the Research Authorization Committee (RAC) requests that one complete copy of each report or product developed as a part or outcome of the research project be provided to the Chairperson of the Research Authorization Committee at no charge to Hampton City Schools within 30 days of the end of the study.

\_\_\_\_\_  
Signature, Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

#### E. SIGNATURE OF THESIS/DISSERTATION COMMITTEE CHAIRPERSON

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The following is to be signed by the chairperson of the applicant's thesis/dissertation committee (if applicable) or course professor.

I have reviewed the enclosed research proposal and find it to be technically competent, theoretically sound, and significant in focus.

\_\_\_\_\_  
Signature, Thesis/Dissertation Committee Chairperson  
or Course Professor

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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#### SUBMIT APPLICATION AND SUPPORTING DOCUMENTS TO:

*Department of Accountability and Information Systems  
One Franklin Street, Hampton, VA 23669*

**OR**

*Scan and email application and supporting documentation to:  
Linda Dietz, Director of Accountability and Information Systems  
[lpedron@hampton.k12.va.us](mailto:lpedron@hampton.k12.va.us)*

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**For Office Use Only:**

Date Forms Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. **INITIAL** recommendation to proceed to Committee for review:

2. ☐ Approval ☐ Disapproval

3. Recommendation for Ad hoc member(s):

\_\_\_\_\_

\_\_\_\_\_  
Signature, RAC Chairperson

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

4. **FINAL** Authorization Committee decision (Individual Committee Member responses attached):

☐ Approval ☐ Disapproval ☐ Provisional Approval (contingent on modifications below)

Remarks (Include specific modifications needed or reason(s) for disapproval, as appropriate.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, RAC Chairperson

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date