

Research Proposal Checklist

To be considered for research in SPPS, you must submit one (1) hard copy of all documents, along with a \$50 check for staff time expenses. You may also submit a copy via email, but a hard copy is required. Use this checklist to ensure your submission includes all required documents and information. We will not consider incomplete submissions, but we will inform applicants what is missing.

Research Proposal Cover Sheet

Please note that submissions will not be accepted without your advisor's signature (if your research is toward a degree) and the signature of the principal or SPPS administrator responsible for the school or program you wish to study. All SPPS employees require their supervisor's signature.

Research Proposal (Double-Spaced, Maximum Six (6) Pages)

I. Purpose of Research

-Discuss value to SPPS students/staff and/or the education profession at large.

II. Theoretical Background

-Not a full literature review, enough to justify methods you intend to use

III. Description of Study

-Overview of research, including details about the staff/students you intend to study

IV. Research Questions

-Hypotheses or specific questions you plan to address

V. Methodology

-Data Collection: Who, what, when and why. How will you ensure data privacy?

-Student/staff time demands: What will be asked of students/staff?

-Specifics on treatment (interventions, instruments, assessments) and analysis methods

VI. References

-Include only sources referred to in this proposal.

Parental Consent and/or Student Assent Forms

Consent forms may require translation into Spanish, Somali, Hmong and/or Karen.

Letters of Support from Principal(s) and/or SPPS Administrator

If applicable. Please note that principals have the final say on research in their schools.

Institutional Review Board (IRB) Approval

If applicable for your project. Tell us if IRB approval is contingent on District approval.

Complete Online Research Proposal Data Form

Declare all data you will require for your project and how you will obtain it via [this form](#).

Application Fee of \$50

Checks should be made payable to "Independent School District 625".