

EDUCATIONAL RESEARCH REQUESTS

All educational projects and surveys, graduate or undergraduate, conducted by or in collaboration with a college, university, or other outside agency, either by employees or individuals from outside of the division, must obtain the approval of the Superintendent or designee before the project or survey is begun.

Those wishing to obtain permission to conduct such projects or surveys must submit a written request, containing the purpose of the project or survey, the survey or research start date (and duration), intended audience or participants, and statements regarding confidentiality, anonymity, and voluntary participation. Supporting documentation, including the survey instrument, consent forms (if applicable), and the IRB (Institutional Review Board) exemption approval should be attached.

The school division acknowledges the significance of educational projects and related research, and the sources of data that its employees may provide. However, the school division weighs the importance of research against its duty to limit encumbrance to instructional time and professional commitments of its employees. As a result, the school division reserves the right to limit the number of external surveys (excluding surveys that may be required by Code of Virginia, VDOE, etc.) to one (1) per semester. Each request will be considered on its individual merits.

External research or survey requests must be submitted no fewer than 60 days prior to the requested start date in accordance with these two deadlines: August 1 for fall surveys; December 15 for spring surveys.

ADOPTED:	July 1, 1991
REVISED:	March 10, 2009 February 9, 2010 June 14, 2016 July 17, 2018
CROSS REFERENCE:	JHDA Human Research