Dear Research Study Applicant:

Thank you for your interest in conducting research in the Katy Independent School District. It is the goal of Katy ISD and the Department of Research, Assessment, and Accountability to support research efforts that will contribute not only to the development of students and teachers in the district, but also in the field of education.

Each year, Katy ISD receives a number of requests to participate in research studies. While we are eager to participate in research that will enhance the development of our students and/or teachers, it is not feasible or desirable for Katy ISD to participate in every proposed research project. Thus, researchers are required to provide a Research Study Application for proposed research projects that fall within the district guidelines and the strategic design framework goals for conducting research.

Research participation decisions are based on the information provided in the application, so be sure to complete all requested information and include as much detail as possible. **Decisions regarding Katy ISD's participation will be made approximately six - eight weeks from receipt of the completed application.** Incomplete research applications will be automatically declined. Researchers for approved studies are required to submit an electronic copy of the research results/findings to the Katy ISD Department of Research, Assessment, and Accountability by the date specified in the application.

Questions about the application process and/or application materials should be directed to Dora Gonzales, Assistant to the Coordinator of Accountability & School Improvement, at 281-396-2055 or DoraLGonzales@KATYISD.ORG. Completed applications should be sent via email to the Katy ISD Department of Research, Assessment, and Accountability at the email address above.

Again, thank you for your interest. We look forward to receiving your research application.

Natalie Martinez
Executive Director of School Improvement
Division of Teaching & Learning
NatalieMartinez@KatyISD.ORG

Telephone: 281-396-2055

External Research Application Process

FIRST CONTACT
- Initial contact must be made to the Coordinator of Accountability and School Improvement rather than with schools, principals, or individual staff members

GENERAL APPLICATION CRITERIA AND CONSIDERATIONS

All applicable consent forms, including

- Submit application a minimum of six weeks in advance of anticipated start date

- Research studies will generally not be approved if they require teacher time during the first four weeks of school, during the last four weeks of school, or during state assessments

- Define type of research: experimental, quasi-experimental, qualitative, mixed method
  - Technical quality and rigor of study will be considered during review process

- Along with information about the research project itself, applicants should include:
  - KISD Research Application Form
  - Project description in chronological order
  - Professor/Institution endorsement or Institutional Review Board (IRB)o Questionnaires
  - Assessments
  - Data collection, security, and analysis procedures
  - Results reporting template(s) and timeline for final study results to be provided to KISD
  - Target date for copy of final study to be submitted to Coordinator of Accountability and School Improvement
  - Parental consent form (if applicable)

The parental consent form must:
- Have a place for the parent/guardian to give consent
- Have a place to be dated, if consent is given
- Specify the data to be collected or records released
- Specify time frame for study
- Specify the reason(s) for the research
- Identify to whom the information will be released
- Describe any procedures to be followed and identify any procedures which are experimental
- Describe foreseeable risks and benefits
- Explain the extent to which confidentiality or records will be maintained
- State who should be contacted with questions or concerns
- State that participation is voluntary and students may withdraw from participation without jeopardy
- Reflect information concerning institutional research approval

Please submit one electronic copy of application documents via email to DoraLGonzales@KATYISD.ORG.

RESEARCH APPLICATION CHECKLIST

☐ Include this Application Checklist along with all additional documents required for the study.

☐ All items/questions on the Application Form are complete.

☐ The signed agreement containing the signatures of the main project contact person and, as applicable, the supervising professor/primary researcher is included.

☐ Proposed start date for your project is at least six weeks from your submission date.

☐ Copies of any instruments you will use during your project are included.

☐ Copies of parental/guardian and staff consent forms are included.

☐ Any materials that will be given to parents/guardians in both English and/or their anticipated home language are included. (Translations may be provided upon approval.)

☐ Timeline for study and dated copy of final study will be provided to Katy ISD.

☐ Email your application form and supporting documents to:

      Dora Gonzales
      Assistant to the Coordinator of Accountability and School Improvement
      Telephone: 281-396-2055
      DoraLGonzales@KATYISD.ORG

RESEARCH APPLICATION REVIEW CRITERIA

Incomplete applications will not be reviewed. Refer to the **Application Checklist** for the complete list of items required to be included along with the application.

CRITERIA FOR APPLICATION REVIEW:

➢ The research/evaluation must have a high value to a particular school, to Katy ISD as a whole, or to education in general.

➢ The project's research proposal contains clearly stated objectives.

➢ The project is based upon sound literature review.

➢ The study's research design and rigor are technically sound.
   o Data collection, security, and analysis procedures are included.
   o Qualifications of the individual researcher and of the agency represented are in place.

➢ The project outlines procedures to maintain data confidentiality and to protect students' privacy.

➢ The project activities are aligned with Katy ISD's policies, teaching and learning cornerstones, strategic design framework, practices, programs and services.

➢ The project's timeline is reasonable, and allows schools some flexibility in scheduling data collection and other activities.

➢ The project causes minimal intrusion on instructional time.

➢ The project causes minimal intrusion on regular duty time of faculty and staff.

➢ The project does not cause significant departure from school routine.

➢ The project procedures to obtain consent from parents/guardians and/or other adults are included.

➢ All parties impacted agree to participation in research study.

KATY INDEPENDENT SCHOOL DISTRICT

APPLICATION FOR APPROVAL OF EXTERNAL RESEARCH PROPOSAL

The Katy Independent School District is interested in participating in research efforts that will produce data or information that will serve to benefit all students; particularly Katy ISD students. The Executive Director of School Improvement, or designee, shall be responsible for investigating the advisability of school district participation in research projects initiated or sponsored by individuals and agencies outside the District, or in research projects undertaken by District employees who wish to conduct programs or research to meet requirements of college or university courses, or for other purposes.   Research requests are formally approved or denied by a district-level committee. Requests will be acted upon as quickly as possible, and a written response will be provided to the requestor.

Date:

Katy ISD employee (please circle):   Yes   or   No

KISD employment location:

Person conducting research:

Address:

Home number:

Work number:

Email:

Title of research project:

University or affiliated organization and program (e.g. masters, doctoral)

Name of research advisor/supervisor:

School(s) grade(s) involved:

Number of students/staff participants:

Explain involvement of Katy ISD personnel:

What data would be needed from district records?

Brief summary of research project including description of methodology:

Describe below the methods that will be employed to maintain confidentiality:

Describe the potential benefits of your project to Katy ISD:

Indicate the strategic design framework goal(s) that best represent your study (mark all that apply):

> All learning environments will foster engagement by integrating personalized learning experiences.
>
> Katy ISD will develop systems where customized resources will ensure equity in response to the needs of a growing district with rapidly changing demographics.
>
> Katy ISD will develop meaningful, effective assessments that inspire and inform students and educators toward continuous improvement.
>
> Katy ISD will create and sustain best-in-class infrastructure to securely accommodate the current and next generation of digital content and tools for all stakeholders.
>
> Katy ISD will attract and support high quality staff members to optimize their impact on student learning and create a culture of staff retention.
>
> Katy ISD will address flaws in the state finance and student assessment systems in order to regain local control.
>
> Katy ISD will develop intentional strategic partnerships, which capitalize on the strengths, resources and talents of all stakeholders in order to engage the entire community.
>
> Katy ISD will actively support the emotional well-being of all learners.

By submitting this application for approval of external research proposal, I agree to abide by all guidelines and procedures for conducting external research in the Katy Independent School District

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Signature of Researcher   Date

Please return this completed application and supporting documents to Dora Gonzales, Assistant to the Coordinators of Accountability & School Improvement, Katy ISD at DoraLGonzales@KATYISD.ORG. Incomplete applications will not be considered.