Institutional Research Pre-Approval Request
Midway ISD

Please use this form for all institutional research requests. This form should be submitted to the Executive Director for Elementary/Secondary Education. The District shall provide feedback to the submitting party within ten (10) days from the date of submission approved, disapproved, or returned for further information. This pre-approval request must be accompanied by a project proposal or an executive summary (e.g., IRB proposal) that details involvement by the campus or classroom in the project.

Contact Person: _____   Date: _____

Educational Institution Represented: _____

Research Project Title: _____

Proposed Location for the Research Project: _____

Participants Targeted for Study: _____

(Number and Description)

Proposed Beginning & Ending Dates for the Project: _____

Please answer the following questions in the space provided:

1. What is the potential direct or indirect impact on student improvement in Midway ISD?

2. What is the expected time frame for completion of the portion of the research project that will be conducted in a Midway ISD facility?

3. What loss of instructional time will be necessary for the gathering of data, if any? What data gathering activities will be conducted that will result in a loss of instructional time, i.e., administration of a reading inventory as a pre/posttest?

4. What information defined by FERPA as confidential student information will be necessary for the completion of this research project? How will you ensure that confidentiality is maintained throughout the project and in any written documents related to the project?

5. How will the results of the research project be shared with Midway ISD? Is the intent for this research project to be published? If so, in what manner?

Consensus of Review Committee:

_____ Project Approved   _____ Project Approved Pending IRB Approval

_____ Project Disapproved   Reason:

_____ Further information necessary prior to approval:

Committee Approval:

_____   _____
Assistant Superintendent of C & I   Assistant Superintendent of HR

_____   _____
Curriculum Representative   Campus Principal