**Requirements for Research Application**

Thank you for your interest in conducting educational research based on the U-46 Community. All applications are reviewed by the Legal Office, Assessment & Accountability Office, and other departments, administrators, school officials, or other related staff as needed. We appreciate your patience and cooperation in this matter.

Please use the following as a guide prior to submitting your Research Application:

|  |  |
| --- | --- |
| REQUIRED |  |
| YES | Research Application including:   * Abstract * Research Questions * Methodology * Dataset and variables to be used * Plans for use/publication * Timeline * Benefits to U-46 |
| YES | Data Use Agreement |
| YES | Confidentiality Agreement |
| YES | Letter of Support   * Letter of support must be included. An individual/faculty member needs to assume responsibility for data security as stated in the Data Use Agreement |
| As needed | Consent/Assent Forms |
| As needed | Surveys and other ancillary materials |

All materials can be found online at

<https://www.u-46.org/Page/6807>

Applications will be evaluated based on the Principles/Criteria for Review.

* The proposed research must directly provide educational value to the U-46 Public Schools or the Board of Education or to the field of education generally.
* The proposed research addresses an identified research priority of the district and does not duplicate research already occurring in the district
* The proposed research should not intrude upon instructional time or disrupt the educational process.
* The proposed research must manifest a sound research methodology using valid and reliable techniques.
* The proposed research must document that the researcher or organization has the capacity and experience to successfully complete the project and has plans to share the results with the District.
* The proposed research must protect the privacy of students and staff and ensure compliance with state and federal laws and well as U-46 board policy. The Federal Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act are based on the premise that information about an individual student is private and confidential and generally may only be accessed with parent consent.

Electronic documents need to be emailed to [assessment@u-46.org](mailto:assessment@u-46.org)

3 Paper copies need to be mailed to:

Director of Assessment & Accountability

355 E Chicago St

Elgin, IL 60120