

# Research Request Submission Components



## Cover Sheet

Complete the [Request to Conduct Research Coversheet](#).

## Executive Summary or Abstract

In no more than 500 words (one single-spaced page), provide a synopsis of the proposed research including purpose, participants (e.g., students, teachers, etc.), and length of time data collection is to take place. This statement should be written such that persons unfamiliar with the research will be able to understand, in a short time, what the researcher is proposing.

## Full Proposal

The proposal must contain the following elements, when applicable, in the order outlined below:

1. Project title
2. Researcher status and title: Statement naming primary investigator, title and status within institution or organization (e.g., student, professor, director, etc.). DPS employees must disclose DPS employment status and position in this section.
3. Statement of purpose, research problem, and alignment to DPS area(s) of research interest
4. Research question(s) and hypotheses
5. Benefit/cost to Denver Public Schools and/or the profession of education. Researcher must obtain a [DPS sponsor's statement of support](#) as evidence of the proposed study's value to the district. A sponsor may be a school principal if the study is bound within the context of one school; the principal consent is sufficient and no additional sponsor is required. If the study involves data from more than one school, the sponsor must be a director, department chair, or a higher level district administrator. In addition, if the study involves access to school buildings for data collection, each school's principal must give consent.
6. Methods
  - a. Sample: number of students, grade levels, procedure for selecting the sample.
  - b. Data collection methods: interviews, surveys, test scores, video/audio taping, etc. Describe what the participants will be asked to do, what secondary data is needed, etc.
  - c. Time required of participants: if primary data is collected, complete the [Time Requirement form](#).
  - d. Instruments: interview protocol, questionnaire, etc. Attach copies of all instruments used.
  - e. The method to be used for analyzing or evaluating the results
  - f. Research timeline: must include start and end date of all research activities, data collection, and reporting of results.
7. Human subject protection
  - a. Procedures to ensure participant confidentiality and privacy
  - b. Benefit, compensation, and risk to participants
  - c. If the study requires direct contact with participants or the collection of information that may lead to the identification of participants, attach active consent letters or parental/guardian consent letters in the cases where the participants are minors. Refer to [Informed Consent Letter Checklist](#) for letter content requirements. If there is the possibility that parents and/or students speak a language other than English, forms in appropriate alternative languages must be provided.  
  
*Active Consent* is required for all research that collects primary data from students. Passive consent may be appropriate for research where the teacher is the object of study and no identifiable information on students is being collected (e.g. a study on teacher effectiveness where lessons are videotaped and students are present but not explicitly identified). Please contact our office if you have any questions.
  - d. Informed Consent: Include an informed consent if data is being collected from participants or if personally identifiable data is being requested in regard to participants.
8. If applicable, briefly describe how the project is funded.
9. Describe plans for the dissemination of research findings.
10. Principal Consent Form: If the study involves collecting primary data in school sites, the [Principal Consent Form](#) must be obtained for each of the school sites used.