

RESEARCH BY INDIVIDUALS AND/OR INSTITUTIONS

The District Research Review Board (RRB) is charged with the approval of research conducted within the District and the provision of research details to District personnel and the community at large.

Research includes various evaluations, measurement, and inquiry that include but are not limited to (1) systematic investigation, including research development, testing and/or evaluation, designed to develop or contribute to general knowledge; (2) collecting and analyzing information aimed at discovering new facts and their correct interpretation to draw conclusions; and (3) quantitative and qualitative study activities such as observations, interviews, case studies, ethnographic analysis, analysis of written material, secondary analysis of data, achievement testing, surveys, experimental designs to examine causal relationships, product testing and analysis of cost and management records.

The following standards shall guide the approval, deployment, and evaluation processes.

1. The RRB acts as the Superintendent's designee to review research proposed by external and internal sources. The Research Review Board is comprised of members from various District offices and is facilitated by the Program Management Office. To prevent undue disruption to the educational process, to protect the privacy rights of students and staff and to ensure compliance with state and federal law the Research Review Board shall establish rules and requirements for approval of all proposed projects.
2. The RRB shall be charged with:
 - a) approving, disapproving, or modifying research
 - b) conducting formative assessments, to include observing and verifying changes
 - c) suspending or terminating research that is not being conducted in accordance with the RRB's requirements or that has been associated with unexpected serious harm to subjects
 - d) observing the participant consent process and the research procedures
 - e) Reviewing, revising and approving proposed data collection plans and timelines submitted with each application.
3. Only District internally-generated proposals will undergo a full RRB review. All other applicants must submit an Institutional Review Board (IRB) approval letter from their sponsoring institutions. IRB approved proposals are reviewed by the RRB to determine whether the proposed research methods are compatible with a public school setting and that the research questions are of interest to the District. The IRB approval must be current during the time frame of the proposed research.

4. Approvals for implementation of a proposed research project will be based on the relevance, quality, merit, and whether the research and methodology are in the best interest of District students and staff. The standards for evaluation, as established by applicable federal, state, and local statute and the Joint Committee on Standards for Educational Evaluation, will be utilized by the RRB when considering research projects.
5. The application to conduct research shall be mailed to:
Program Management Officer
Tulsa Public Schools
3027 South New Haven
P.O. Box 470208
Tulsa, Ok 74147-0208
6. A non-refundable application fee will be charged to cover the administrative cost associated with processing the application. If the applicant is a student, the fee shall be \$35.00. If the applicant represents a professional organization or association including universities and colleges the fee shall be \$75.00. Application fees are payable by check, with proper photo identification, and/or money orders payable to the Tulsa Public Schools Independent School District One and must be submitted with the completed application. Applications submitted without the fee will not be processed and will be returned to the applicant. The Program Management Office (PMO) may waive the application fee for proposed research submitted by or on behalf of public entities, including, but not limited to, the United States Department of Education, institutions of higher education when the research proposal is officially sponsored by a district level authorized department. The sponsorship shall be verified in writing from the department head to the PMO specifically stating the level of sponsorship of the research project. A fee waiver, as described herein, will be for a one year period.
7. Requests for district data that are not already in the public domain are invoiced at \$75.00 per hour plus the cost of copies and/or electronic storage. This fee is applicable to only this policy. The Program Management Office will estimate the required number of hours to prepare the data in the format requested. Payment of the estimated cost (hourly rate times estimated hours required to prepare) must be made prior to the data being collected and released.
8. The District reserves the right to use the information in the research report or summary for educational programming or services, planning, solicitation of grants, staff development and any other purposes to improve instruction or services to students of the District.