

RESEARCH BY INDIVIDUALS AND/OR INSTITUTIONS

The Tulsa Public Schools Research Review Board (RRB) is charged with the review of internal and external research and surveys conducted within the district and to provide details of the research to district personnel and the community at large. Research for this regulation shall be defined as the following:

Research includes various evaluations, measurement and inquiry that include but are not limited to (1) the systematic investigation, including research development, testing and/or evaluation, designed to develop or contribute to general knowledge; (2) collecting and analyzing data/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 casual relationships, product testing and analysis of cost and management records.

Individuals or institutions interested in conducting research in the District must comply with the following:

1. The RRB acts on the behalf of the Superintendent to review research proposed by external and internal sources. The Research Review Board is comprised of members from various departments and is organized and coordinated 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 and publish rules and requirements for approval of all proposed projects.
- 2 The RRB is charged with reviewing internal and external research in a timely manner. The RRB shall:
 - a. establish consistent regular meetings and notifies appropriate internal and external researchers of the availability of standing review dates.
 - b. establish an additional expedited review process, consisting of review by a subsection of the full committee, to meet the needs of internal researchers for time-sensitive research and evaluation.
3. The RRB shall be charged with:
 - a) approving, disapproving, or modifying research
 - b) reviewing and approving all survey instruments
 - c) conducting formative assessments, to include observing and verifying changes
 - d) 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
 - e) observing the consent process and the research procedures
 - f) "Scheduling" the release and publication of all internal surveys ,and overseeing the collection, analysis of appropriate data for the department or office requiring a survey.
 - g) maintaining an annual calendar of all approved research projects

4. Approvals for implementation of a proposed research project will be based on relevance, quality, and merit. research and methodology shall be approved contingent upon being in the best interest of District students and staff, and good faith effort by the researcher(s) will be made to share data and analysis with the RRB, including raw data and aggregate analyses, in line with federal, state and local privacy regulations as appropriate. 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. External Applications to conduct research should be mailed to

Program Management Office
District Enrollment Center
Tulsa Public Schools
2819 South New Haven
Tulsa, Oklahoma 74147-0208

6. A non-refundable application fee will be charged to cover the administrative cost associated with processing the external 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 made out 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 and 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 the sponsorship of the research project. A fee waiver, as described herein, will be for a one year period.

7. Request of district data that is not already in the public domain are invoiced at \$75.00 per hour, plus the cost of copies and/or electronic storage. 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 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.

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