



Madison County School System Research Proposal Guidelines

Research Philosophy: The Madison County School System supports research projects that promote the continued success of students in Madison County and elsewhere. Approved research proposals also must align with our system's mission and vision, as well as the strategic goals as approved by our board of education.

Submitting a Research Proposal: The researcher submits the proposal and supporting documents to Amanda Sailors, the RTI-Assessment Coordinator for Madison County Schools. IRB approval from the researcher's supporting institution must be documented before the study may be implemented. Once the proposal packet is complete, researchers must allow **20 working days** for final approval.

The Review Process: The complete proposal will be reviewed by the Superintendent's Office, and final approval is granted by the principal(s) of the building(s) in which the research will be conducted as well as the Assistant Superintendent of Curriculum and Instruction. During the review process, proposals are evaluated using the following criteria:

1. How will this research benefit the students of Madison County?
2. How well is the project aligned with the district's strategic goals and improvement plan and with the target school's strategic plan?
3. Is the project aligned with the curriculum?
4. Does the project support, duplicate, or conflict with other initiatives of the school or the district?
5. Is the research study coherent and well-designed?
6. Does the research proposal require teachers or students to spend too much time away from classroom instruction?
7. Do we perceive any risks associated with this research for our students, teachers, parents, and community?

Reporting Results: All researchers who receive approval to conduct research in the Madison County School System must agree to share their findings with the district. At the conclusion of the study, researchers are asked to submit a written report of their findings (no more than five pages). Researchers may also be asked to orally present their findings to the school in which the research was conducted or to a group of interested faculty.

Note: *Researchers who propose to record or videotape students will receive information about further requirements prior to approval of the research proposal. Please note that Madison County Schools will not approve any research deemed to be obtrusive to the learning environment.*

Research Proposal Format Madison County School System

All research proposals must include the following. A research proposal will not be complete until all required documents are received. Researchers should allow **20 working days from the date of submission of complete proposal** for final approval.

- **Madison County School System Research Request Form** (Outside researchers obtain this from our district’s website—www.madison.k12.ga.us; District staff obtain this from our W Drive)
 - This form must be completed in its entirety.

- **Proposal To Conduct Research**—Proposal should be **no more than 3 pages** and must include the following:
 - Purpose (research question)
 - How project is aligned to the district or target school’s strategic plan (these can be found on the district or school’s websites)
 - Data set requested
 - Data collection method (include amount of testing/student or teacher contact time, etc.). Activities must be nonintrusive to the regularly scheduled instructional day.
 - Name of target school(s)
 - Target population (school, grade levels, subgroup, etc.)
 - List of all participating researchers
 - Timeline for major activities
 - Intended use of research conclusions (publications, etc.)
 - How project will benefit the Madison County School System

- **Attachments**
 - IRB approval from institution (must be received before research can begin)
 - Research instruments (including surveys, questionnaires, focus group questions, interview questions, assessments, tests, etc.)
 - Consent Forms (if necessary)
 - Assent Forms (if necessary)
 - Conflict of Interest Disclosure Form for each member of the research team (and advisor if applicable)
 - For student researchers:
 - Letter of endorsement from research advisor
 - Assurance by research advisor that your proposal to the Madison County School System is aligned with the research approved by the research committee at the institution.
 - Background check explanation (if you answered “Yes” to either a. or b. on the background check section of the Research Request Form)