



Madison County School System Research Request Form

The Madison County School System supports research projects that promote the continued success of students in Madison County and elsewhere. We thank you for your interest in conducting educational research.

Proposals and all supporting documentation must be in final form. Only final and complete proposals will be reviewed.

Principal Investigator's Information

Name: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ Email: _____

If principal investigator is a student, enter advisor's name and contact information below. Advisor may be contacted for verification.

Advisor Name: _____

Advisor Title: _____ **Email:** _____

Address: _____

City: _____

State: _____ Zip: _____

Sponsoring Institution

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Is IRB Approval Required by Institution? _____

Have you obtained IRB Approval? _____

Background Check

If your answer to either of these questions is “Yes,” an explanation must be written on a separate supporting document.

1. Have you, or any member of your research team, ever been charged with, or convicted of, a misdemeanor or felony? ____ Yes ____ No
2. Have you, or any member of your research team, ever had a teaching certificate sanctioned, revoked, or suspended? ____ Yes ____ No

Research Proposal Information

Title of Proposal: _____

Research Start Date: _____

Research Completion Date: _____

Attachments:

- **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
- **Other Attachments as Necessary**
 - 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 Statement 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)

List all attachments that you will be submitting with this application:

Principal investigator and advisor agree to share the results of this research project with the Madison County School System by submitting a brief summary of findings at the completion of the project. ____ Yes ____ No

Submit all proposals to the Assistant Superintendent of Teaching and Learning via email or postal mail.

Madison County School System

Attn: Assistant Superintendent of Teaching and Learning

800 Madison Street (P.O. Box 37)

Danielsville, GA 30633

All proposals will be reviewed by the Assistant Superintendent of Teaching and Learning and principals of any schools in which research may be conducted. The Assistant Superintendent for Curriculum and Instruction will provide final approval. A letter of denial or approval will be sent within 20 working days of the submission date.