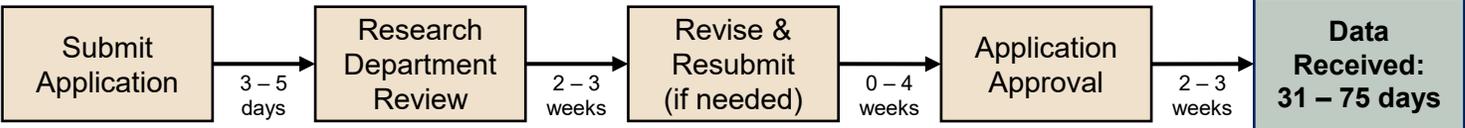
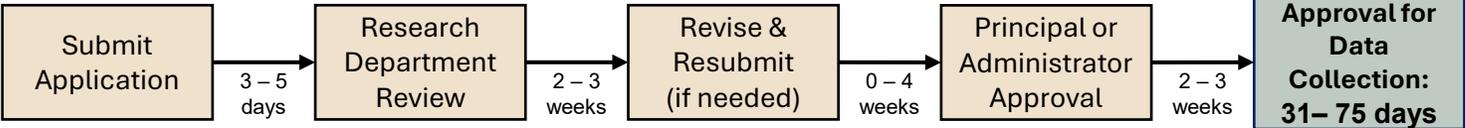


Estimated Timelines for Research Request Reviews

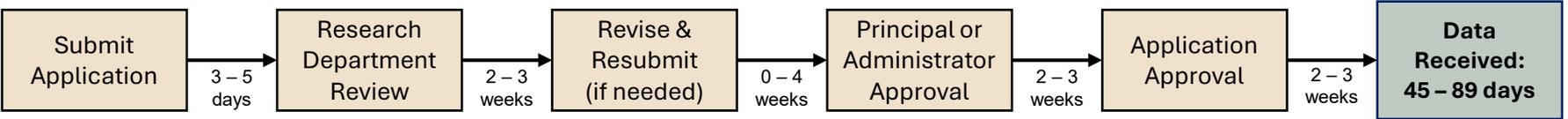
Data Request Only



Data Collection Only – with Adults



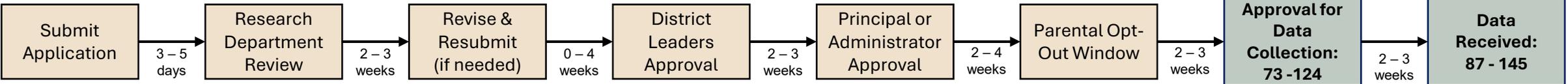
Data Request & Data Collection – with Adults



Data Collection Only – with Students



Data Request & Data Collection – with Students



Important Notes

- All timelines are estimates and are not guarantees.
- Each step of the process is dependent on approval of the previous step. If approval is not granted at any point, the process will be terminated immediately.
- Timelines can increase due to school breaks and events, such as Winter, Spring, and Summer Breaks, as well as testing windows.

Descriptions of the Steps in the Process

- 1. Submit Application** – This begins when your full application is submitted. Incomplete applications will result in delays to the timeline.
- 2. Research Department Review** – This is the time when the Research Department conducts a thorough review of your application.
- 3. Revise and Resubmit (R&R), if needed** – In most cases, the Research Department will send the applicant a list of revisions or clarification questions that must be addressed before approval. The timeline for this is partially dependent on the time it takes for you to respond to the listed items and if there are multiple rounds of revisions needed.
- 4. Application Approval** – Also called a Research Notice of Approval (R-NOA), this document indicates the application has been approved. If you are collecting your own data, you may be required to share this document with school leaders or participants. You **may not begin** any research activities before receiving the R-NOA.
- 5. Data Received** – The currently available data requested in the application is provided to the applicant. Delays in the timeline may occur due to incomplete requests, large data requests, or data that is not on the [Available Data Elements](#) document.
- 6. Principal or Administrator Approval** – All studies that involve data collection with school-based faculty, staff, or administrator participants will require approval by the principal of each school. Studies involving district-level staff may require approval from district leaders. All requests for approval will be communicated by the Research department, and any attempt to recruit principals or leaders is considered a research activity and is not permitted without the R-NOA. If principals or leaders either reject the study or do not respond to the invitation, you may not recruit at their school/office. This timeline is difficult to estimate because it is dependent on the speed with which the principals or leaders respond to the invitation.
- 7. District Leader Approval (for student data collection only)** – All data collection with students must be approved by district leaders, such as members of the cabinet and the deputy superintendent. In addition, some applications may be sent to the OCPS legal department for their review.
- 8. Parental Opt-Out Window (for student data collection only)** – If approved by district leadership, all student data collection must be posted online for parents to review and opt their student out of the study if they choose. The Research department will administer this process, then give you the list of students who have been opted out. It is your responsibility to ensure that those students are not included in any part of your data collection. The opt-out process does not replace parental consent.