OCPS Research Request Application QuickStart Guide

Thank you for your interest in conducting research in Orange County Public Schools (OCPS). This document covers useful information for getting started with your application to conduct research in the district. Specific information regarding the process is included in the Application Process Guide, which all applicants are expected to review prior to applying.

*** Please note that research activities (e.g., contacting principals or administrators, recruiting participants, visiting campuses, requesting data) must not begin until a formal Research Notice of Approval (R-NOA) document is provided and security clearance is completed, as applicable. ***

Application Process

Step 1 - Applicant Information Form: All applications must start with this short form. When submitted, it will provide instructions for the next steps. These instructions will vary based on the reason for the research. You must choose one of the following options (more detailed descriptions are available in the Application Process Guide):
1. capstone projects for graduate degrees (available to current and former OCPS staff only),
2. projects for graduate-level courses (available to current and former OCPS staff only),
3. research conducted by external researchers or institutions, or
4. research already discussed with an OCPS sponsoring director and will not be published.

Step 2 - Research Request Form: Most applicants will need to complete this form (if required, it will be included in the instructions at the end of the Applicant Information Form). This is where you will provide detailed information about your study.
- Similar to an IRB application, it asks for information such as the purpose of your study, study methods, risks, timeline, and other information. Additionally, you will need to provide information specific to the kind of data you are requesting or data you plan to collect.
- At the end of this form, you will need to upload documents that were listed at the end of your Applicant Information Form. The exact documents will vary depending on the type of study you are conducting, but may include:
  - certificates of completion of a human subject research training course for all team members,
  - an IRB approval letter,
  - documents associated with data collection, if applicable (e.g. research instruments, recruitment materials, informed consent documents),
  - a list of requested data, if applicable.

Review Process

1. Your application is delivered to the Research department via the online application system.
2. The Research department screens your application for all necessary documentation.
3. The Research department reviews your application to ensure that the study meets all district, state, and federal requirements. If necessary, your application will be returned to you for revision.
4. If approved by the Research department, the next steps vary based on whether you are requesting data or applying to collect data. Details can be found in the Application Process Guide and Estimated Timelines document.

Frequently Asked Questions

1. **Where can I find information and instructions for applying to conduct research at OCPS?** The Application Process Guide will answer most of your questions. Additional information can be found in the documents on the Research department website under the tab "Apply to Conduct Research in OCPS".

2. **Is there a fee for applying?** No

3. **Do I have to have IRB approval before I submit my OCPS application?** Yes

4. **What if my IRB requires OCPS approval before it approves my study?** Please work with your IRB to get your study approved "pending site approval". If your OCPS study application is approved, you can then submit that documentation to your IRB for full approval. Please view our IRB FAQs document for more information.

5. **How do I write a consent form?** First, check with your IRB for all institutional requirements, then read through this document for OCPS requirements.

6. **What are the OCPS requirements for survey questions?** Please see our Survey Criteria document for a list of questions and features that cannot be included in OCPS surveys due to federal, state, and district policies.

7. **What if I want to collect data with students?** Due to state regulations and district policies, there are additional steps required for studies collecting data, such as surveys and interviews, from students. As a result, the review process is longer for studies including student data collection. Please see the Student Surveys webpage and Estimated Timelines for detailed information.

8. **Can I ask teachers or principals for student data?** No, all student data (e.g., demographics and standard assessment scores) must come from the Research department.

9. **Do I need to do anything else after my study is approved?** You are responsible for two things after approval: notify the Research department of any changes to your methods or timeline using the Change/Renewal Form, and submit an Executive Summary or abstract of your study no more than 45 days after your study approval expires.

10. **What if I have more questions?** You can contact us any time at research@ocps.net for more information or assistance with your application.