Department of Improvement and Innovation

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Procedure to Process and Approve or Deny Research Request

ALL RESEARCH CONDUCTED IN THE LANSING SCHOOL DISTRICT
MUST BE APPROVED BY THE EXECUTIVE TEAM PRIOR TO RESEARCH BEING STARTED!

All research requests applications must be submitted to the Department of Improvement and Innovation via email to Michelle Laing michelle.laing@lansingschools.net and must include the following documents:

- Research Application
- ICHAT Background History Check Form
- Copy of IRB Proposal/Application to the university
- IRB approval letter from the parent institution
- Research Protocols
- Copy of consent forms
- Any other documentation for the project

If any of these components are missing, the researcher is contacted and the appropriate documents are requested.

Once all documents are submitted via email, fax, or mail, a staff member may log into the L:// drive and goes into the Research Request folder, then logs the application in the Research Requests workbook and assigns a project number.

- How to assign a project number
  - The project number is formatted as follows – yymm-#, or year received, two digit month received – request number for the calendar year. (Calendar year is used rather than school year as we receive research request applications year-round)
    - Ex: 1901-01 means the request was received in the year 2019 during the month of January (01), and is the first request received in 2019.

Once the project number is assigned and all information regarding the project is recorded in the research requests workbook, create a project file in the folder of the appropriate calendar year and hyperlink the file to the project number in the research requests workbook.

Log the project number on the research request application and save it, and all supporting documentation, to the project file you just created. Create a research decision physical folder and store all pertinent documents in this folder for LSD Executive Team Review. Write the researcher(s) name and year of research on the folder tab.

Open the <u>Forms</u> folder and open the following forms: *"Research Request Approval Checklist"* and *"Summary of Study"* for the project and fill in all necessary information **(save electronic forms in the project file as well as print copies for the research decision folder).**

To determine if all criteria are met:
  - Read the ENTIRE research request application (including all documents)
  - Complete Research Request Approval Checklist
  - Complete Summary of Study form

If the project meets the required parameters the project (physical research decision folder) is forwarded to Camela Diaz Associate Superintendent for Student Learning, who presents it to the Superintendent as well as the Executive Team as a whole. Once a decision has been made by the Executive Team, the staff member will forward the ICHAT Background History Check Form to the Public Safety Department and once approved from PS, complete the remaining grid in the research requests workbook.

Open the Letter Templates folder and choose the appropriate template for the project's approval status. Once this template has been customized for the research in question, email the letter to the researcher. If the research has been approved be sure to inform the researcher he or she needs to be prepared to present his or her letter of approval upon request when conducting research in our buildings or with our population.

Follow up on Final reports bi-monthly.

Updated: 10/07/2019