



## Process for Applying to Conduct Research in Eugene School District 4J

- 1) A brief cover letter stating your desire to conduct research in Eugene School District 4J that contains the following information:
  - A) Scope and significance of the study
  - B) Proposed start and end dates
  - C) Age or grade level of potential students involved in the study
  - D) Potential sites and specific populations desired
  - E) Time commitments/demands required of students, staff, and parents
- 2) If conducting survey research, a copy of the survey along with any consent forms is required.
- 3) Copy of Institutional Review Board (IRB) protocol or Human Subjects Review indicating approval. Please send your full application that was submitted to the appropriate Review Board including all assessment instruments, protocols, and consent/assent forms used for the study.
- 4) The Research Review Committee meets periodically to review research and survey proposals. The Committee will review all materials and inform applicants of their decision in writing. ***Priority is given to research that will provide the most benefit to the District and its students, while causing minimum disruption to the educational environment.*** A letter informing the applicant of approval or rejection will follow. It is important to note that approval does not obligate any district entity or school to participate.
- 5) If approval is granted, a background check will be required for all researchers conducting research on school grounds and/or having contact with students. Please refer to the Criminal Background Check form posted at [www.4j.lane.edu/instruction/research\\_0](http://www.4j.lane.edu/instruction/research_0).
- 6) All materials must be submitted in writing to:

Jim Conaghan, Assessment and Research  
Eugene School District 4J  
Instruction Department  
200 N Monroe St  
Eugene, OR 97402