Application Process for Conducting Research
Eugene School District 4J

In your application packet that must be submitted via mail, please include:

1) A brief cover letter stating your desire to conduct research, including survey research or if soliciting 4J students (flyers, mailings) for research off 4J grounds, 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 of proposal. 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) A Criminal Background Check form is required for all researchers conducting research on school grounds and/or having contact with 4J students. Please refer to the Criminal Background Check form posted at www.4j.lane.edu/instruction/research.

The Research Review Committee meets monthly to review research and survey proposals. Priority is given to research that will provide the most educational benefit to the District’s students, while causing minimum disruption to the educational environment. A letter informing the applicant of approval or rejection will follow via email within one month of receiving application.

All materials must be submitted in writing to:

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