



## 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](http://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:

Oscar Loureiro, Director of Research and Planning  
Eugene School District 4J  
Instruction Department  
200 N Monroe St  
Eugene, OR 97402