



Application to Conduct Research in Newton County Schools Checklist for District Approval

Note: Please submit all materials together – not separately. Otherwise, the application will be considered incomplete and ineligible for review.

- Name and contact information for applicant(s)
- Name and contact information of applicant’s advisor and/or sponsoring institution
- Description of the purpose of the proposed research (including whether it meets requirements for a master’s thesis or doctoral dissertation)
- Description of applicant’s affiliation with Newton County Schools
- Date application was submitted
- Timeline for proposed research
- Description of intended research subjects/participants
- Summary of research study
- A copy of the statement that shall be provided to all intended subjects **stating that participation is voluntary**
- An **explicit statement of confidentiality** (“...no names of teachers, schools or the system will be mentioned in the final report...”)
- A statement noting approval from your principal in Newton County Schools (or from at least one principal that will be asked to participate) to conduct the research on that school campus. **Note:** **Applicants must submit applications to the district office in Newton County. However, the final authority to approve or deny school data collection activities rests with the individual principals of schools asked to participate.**
- Evidence that the university Institutional Review Board (IRB) has approved this study proposal OR a note/email from a program advisor or sponsoring agent, saying that he/she has reviewed and approved the proposed study
- A copy of any survey instruments, questionnaires, etc. that will be used to gather data
- A copy of the informed consent form(s) to be used to inform participants and parents about your study and requests their permission to directly participate or to have their child participate