



## Application to Conduct Research in Newton County School District Approval

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

1. Name, address, telephone number(s), and email address(es) of the person(s) requesting approval to conduct research in Newton County Schools. Be sure to include honorifics (e.g., Dr., Mr., Ms., Mrs., Miss.)

2. Names, addresses, phone numbers, email addresses and professional affiliations (e.g., college or university, agency, corporation, sponsoring institution) of the following individuals, if applicable.

Advisor:

  
  

Co-researcher(s):

  
  

Sponsors(s):

3. Describe the purpose of the proposed research (e.g., specific degree requirement). If the proposed research is in partial fulfillment of a degree or certification, please provide the degree or program information below (including the name of the certificate or degree-granting institution).



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4. Describe your affiliation with Newton County Schools (or your work place if other than Newton County Schools).

5. Date of submission of request to conduct research in the district.

6. What is the timeline for the proposed research? Include approximate dates for data collection, analysis, completion, and submission of final report to Newton County Schools. Note: Please consult the submission and review deadlines posted on the district website. **Dates for data collection and analysis should not be scheduled more than 45-60 days of submitting initial request to conduct research.**

7. Describe the intended research subjects/participants.



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8. Briefly summarize (no more than a page) your research study. Be careful to include the following (in the text box on the next page):
  - a. Statement of the research problem/questions
  - b. Approximate number of participants
  - c. Existing relationship, if any, between the researcher and the participants
  - d. Data and information that will be needed (including access to records, such as students' grades, test scores, attendance data, or demographic information)
  - e. Any other means of collecting data (e.g., surveys, questionnaires, interviews, focus groups, classroom observations, etc.)
  - f. Proposed research methodology



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Description of research study:



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**In addition, the following documents will need to be submitted along with your application:**

9. A copy of the statement that shall be provided to all intended subjects stating that participation is voluntary
10. A statement of confidentiality (no names of teachers, schools or the system can be mentioned in the final report)
11. 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.**
12. 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
13. A copy of any survey instruments, questionnaires, etc. that will be used to gather data
14. 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

**Note: At this time, due to technology infrastructure limitations, we are unable to approve studies which include response to emails or on-line questionnaires.**

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Please send all application materials and attachments by mail or email ([proctor.kenneth@newton.k12.ga.us](mailto:proctor.kenneth@newton.k12.ga.us)) to the attention of:

Ken Proctor, Ed.D.  
Executive Director for Elementary Education  
Curriculum and Instruction  
Newton County Schools