



**Garland Independent School District**  
**Planning, Research, & Evaluation Department**  
**Mailing: PO Box 469026, Garland, Texas 75046-9026**  
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Dear Research Study Applicant:

Thank you for your interest in conducting research in the Garland Independent School District. It is the goal of GISD and the Planning, Research, & Evaluation Department to participate in research efforts that will enhance the development of teachers and students in GISD and education in general.

Each year, GISD receives a number of requests to participate in research investigations. While we are eager to participate in research that will enhance the development of our students and/or teachers, it is not feasible or desirable for GISD to participate in every proposed research project. Thus, researchers are required to provide a Research Study Application for proposed research projects that fall within the Guidelines and Regulations Regarding Research adopted by GISD. The Research Study Application is designed to provide the PRE Research Review Board with sufficient information in order to reach a decision about the appropriateness of GISD participation in the research project. Your application will be evaluated based on its thoroughness, clarity of purpose, potential benefit(s) to students/teachers, soundness of research design, appropriateness of instruments, and practicality of time involvement.

Complete all requested information. Because research participation decisions are based on the information provided in the application, include as much detail as possible. Decisions regarding GISD participation will be made in approximately three weeks from receipt of the completed application. Approved research projects are required to submit an electronic copy of the reported results to the PRE department.

Questions about the application process and/or application materials should be directed to Dr. Kimberly Klakamp in the PRE department at 972-487-3207 or [klklakam@garlandisd.net](mailto:klklakam@garlandisd.net). Complete applications should be mailed or delivered to the GISD PRE department.

Again, thank you for your interest. We look forward to receiving your research application.

*Research Review Board*  
*Planning, Research, & Evaluation Department*  
*Garland Independent School District*

## ADMINISTRATIVE REGULATION

### Garland Independent School District Policies & Regulations Regarding Research

To address different needs in the Garland Independent School District, three distinct types of research are conducted by the Department of Planning, Research, & Evaluation. These three types of research are as follows:

1. *Basic Research* (the provision of information pertaining to fundamental relationships affecting student learning; designed to increase understanding of a phenomena or behavior)
2. *Applied Research* (the provision of information pertaining to interactions between student characteristics, teacher characteristics, and/or instructional strategies designed to solve practical problems/issues through development of new methods)
3. *Experimental Research* (the provision of information pertaining to testing basic or applied research through the manipulation of one or more variables to measure changes in other variables)
4. *Strategic Research* (the provision of information requested on an ad hoc basis by decision makers to address specific concerns/needs)

All research activities include the following processes:

- Identify problem to be researched
- Develop a valid research design
- Generate and/or collect data
- Analyze data
- Report research results

District personnel, when acting in their official Garland Independent School District capacity, may access technical assistance with design and analysis of research conducted with the purpose of meeting the priorities of the schools, departments, and/or district. All research endeavors implemented in Garland Independent School District are conducted under the auspices of the Department of Planning, Research, & Evaluation.

External research is permitted in the district when it is in line with the priorities of Garland Independent School District, the Department of Planning, Research, & Evaluation, and the participating departments or campuses. External research includes studies conducted by agencies and institutions outside the Garland Independent School District organizational structure, as well as student research conducted by an individual with the intent to fulfill requirements for a course and/or degree.

Garland Independent School District has a spirit of cooperation with external researchers and consequently will entertain opportunities to participate in research projects.

Adopted: \_\_\_\_\_ July 30, 2008 \_\_\_\_\_

**To be completed by GISD's PRE Department:**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Decision: \_\_\_\_\_ Decision Date: \_\_\_\_\_

**RESEARCH STUDY APPLICATION  
Garland Independent School District**

COMPLETE ALL ITEMS ON THIS APPLICATION AND SIGN.

**Part A –Researcher(s)**

Name of Researcher: \_\_\_\_\_

Position/Institution: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Name of Co-Researcher(s): \_\_\_\_\_

If this is a student research project, provide the following information.

Supervising Professor: \_\_\_\_\_

Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

(Supervising professors must complete the Professor's Endorsement Form.)

Is this application for: \_\_\_\_\_ District Consent for Participation  
(e.g., your institution requires district agreement prior to approval of your research proposal)

\_\_\_\_\_ Access to Data  
(e.g., your institution has already approved your study and you are seeking data from GISD)

## **Part B –Project Description**

A description of your proposed research project should thoroughly explain each of the areas identified below.

A. Title of study:

B. Theoretical background/Literature Review:

C. Research question(s):

D. Hypothesis/Hypotheses:

E. Participants (individuals and/or facilities):

F. Amount of time required by each GISD population:

Elementary students

Middle School Students

High School Students

Classroom Teachers

Campus Administration and/or Support Staff

Central Office Personnel

Others (be specific)

G. Instruments (forms, questionnaires, assessments, etc.) to be used:

H. Anticipated project dates (beginning and end):

I. Data collection procedures:

J. Data security procedures:

K. Data analysis procedures:

L. Results reporting:

M. Potential risk(s) to study participants:

N. Potential benefit(s) to study participants:

O. Explain why you are seeking to do your research in GISD:

P. Potential benefit(s) to GISD:

**Part C – Supporting Documents**

The following supplemental documents are requested to be included with your Research Study Application as necessary for your proposed research project. Place a check mark next to each supplemental document included with your application.

\_\_\_\_\_ Copies of All Instruments

\_\_\_\_\_ Student/Participant Informed Consent Letters (Include translated letters as applicable.)

\_\_\_\_\_ Parental Informed Consent Letters (Include translated letters as applicable.)

\_\_\_\_\_ Professor’s Endorsement Form (For Student Research Projects)

**Part D – Researcher Statement**

Carefully read each statement listed below. Initial each statement to indicate that you understand your responsibilities and agree to abide by them.

\_\_\_\_\_ “I understand that submission of this application does not guarantee that the Garland Independent School District, or its membership, will participate in the proposed project.”

\_\_\_\_\_ “I am responsible for the accuracy of information provided in the Research Study Application.”

\_\_\_\_\_ “As the researcher, I understand that it is my responsibility to protect the rights and welfare of the participants in this study.”

\_\_\_\_\_ “I will conduct this research project and subsequent result reporting in a manner consistent with ethical conduct.”

\_\_\_\_\_ “I hereby agree to abide by the policies and regulations of the Garland Independent School District.”

\_\_\_\_\_ “I authorize unlimited use of the results of this research project by the Garland Independent School District.”

\_\_\_\_\_ “I agree to provide the Planning, Research, & Evaluation Department of the Garland Independent School District with an electronic copy of the reported findings of this study.”

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Signature of Researcher

Date

**PROFESSOR'S ENDORSEMENT FORM  
Garland Independent School District**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Title of Research Proposal

The Garland Independent School District is requested to participate in numerous research projects. Due to practical limitations, the district intends to facilitate only the most promising research projects. Research projects possessing the most favorable effort/benefit ratio for the district and education in general will be approved.

For a graduate student to receive approval to conduct research in GISD schools, they must have the endorsement of their supervising professor. Please respond to the following questions regarding this proposed research?

	Yes	No
1. The research problem is educationally significant	_____	_____
2. The hypotheses (or research questions) are clearly stated and are testable.	_____	_____
3. The student has done a thorough search of related literature for this research problem.	_____	_____
4. The significance of this study is indicated in the treatment of the related literature.	_____	_____
5. The research design possesses both internal validity and external validity.	_____	_____
6. The population and subjects are well identified and there are appropriate sampling procedures.	_____	_____
7. Variables of the study are clearly identified.	_____	_____
8. The instrument(s) to be used is appropriate with respect to both validity and reliability.	_____	_____
9. Procedures for data collection are reasonable and will provide valid data.	_____	_____
10. The statistical procedures are appropriate.	_____	_____
11. All research activities proposed are within the competencies of the research applicant.	_____	_____
12. The research study has been approved by the institutions review board.	_____	_____

“I recommend this proposed research study as addressing an educationally significant research problem. The above named graduate student has the competencies necessary to conduct the study as presented in the proposal.”

\_\_\_\_\_  
Signature of Applicant's Supervisory Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Office Telephone Number

**RESEARCH STUDY APPLICATION EVALUATION CRITERIA**  
**Garland Independent School District**

Title of Proposed Research Project: \_\_\_\_\_

Name of Researcher: \_\_\_\_\_

Position/Institution: \_\_\_\_\_

**INSTRUCTIONS TO REVIEWER**

Using the attached application and supplemental documents provided by the researcher, evaluate the proposed research study on the following criteria. Please note that, in order for an application to be approved, the study must receive **YES** ratings on **all** criteria.

	Yes	No
A. Does the application provide all information asked for on the application form?	___	___
B. Is the purpose(s) of the study clearly evident in the application?	___	___
C. Does the proposed research study utilize a sound research design?	___	___
D. Does the application clearly indicate the processes to be used and the results to be obtained?	___	___
E. Are the research instruments to be administered technically sound (reliable, valid, etc.) and age-appropriate?	___	___
F. Is the research effort practical in terms of the amount of time involved by GISD students and staff?	___	___
G. Does the proposed study offer sufficient benefit to students in GISD and education in general?	___	___

**RECOMMENDATION**

I recommend the following:

- \_\_\_ Approval
- \_\_\_ Approval with modifications listed below
- \_\_\_ Disapproval

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

**SUGGESTED MODIFICATIONS OR COMMENTS:**