

Prince Edward County School Division

**Standards for Conducting Research Projects**

Prince Edward County School Division receives many requests to conduct research throughout the year from students at colleges, universities, and other schools. In order to uphold high standards for research and to provide assistance in making arrangements, we ask that the following **application** be submitted and approved and that the following **guidelines** be followed before research begins.

Application to Conduct Research will consist of the following items:

1. A letter from the Advisor stating support for the study.
2. The research proposal, including:
  - Purpose
  - Goals and objectives
  - Value of the research project
  - Methodology
  - How will results be used
  - Copy of research instrument, such as interview questions or survey
3. A current statement of approval given by the Human Research Committee at the college or university with signatures.
4. A copy of the letter of permission to be signed by parents of the student(s), if applicable.
5. A copy of the letter of understanding to be signed by the student or teachers or others to be interviewed.
6. A signed copy of this form, Standards for Conducting Research Projects.

Application Process:

- Once the entire application has been received by the superintendent, or her designee, she will approve/not approve in writing all applications for research.
- Applications should be received at least 3 weeks before the anticipated date to begin fieldwork.
- The Application to Conduct Research must be sent to the principal for review and consultation with the Superintendent.
- All corrections to the application and/or any alterations in the research project must be completed before the project begins.

Starting the Research:

- The applicant must have an interview with the principal and explain all details of the research.
- Arrangements must be made with the building principal, or her designee, to set up the research project with teachers or students or others in the building.

Conclusion of Research Project: A copy of the completed research project must be sent to the superintendent and the building principal.

**Prince Edward County School Superintendent or building principal reserves the right to cancel any research project, or activities associated with the project, which are deemed inappropriate or a distraction to the instructional process.**

I have read and understand the conditions under which research can be done.

_____	_____	_____
Name	Date	Phone Number
_____	_____	_____
Address	City	State
_____	_____	_____
Advisor	School	Phone Number