

**Application to Conduct Research
Howard County Public School System
(Policy 3030 – Research Involving Employees and Students)**

An electronic copy of this application may be obtained by contacting Julian Katz at jkatz@hcpss.org. If you choose to use a printed copy, please place your responses to each segment on a separate sheet of paper.

	Researcher's Response	Reviewer's Comments
Name of Researcher <i>Include address, phone number, and e-mail address</i>		
Are you with an Organization? <i>If yes please identify the organization.</i>		
Are You a Current Howard County Public School System Employee? <i>If yes, please list your current assignment and location.</i>		
Is this a proposal from a HCPSS employee for studies for master's theses/projects or doctoral dissertations for the conclusion of a program resulting in a degree? <i>(Research from non-HCPSS employees for studies for master's theses/projects or doctoral dissertations for the conclusion of a program resulting in a degree will not be approved or supported).</i>		
Institutional Review Board approval and documentation including name and address of program advisor. <i>(Only required for proposals from HCPSS employees for studies for master's theses/projects or doctoral dissertation.)</i>		
Title of Research/Study		
Purpose of Research/Study		
Overview of Research Process <i>(Detailed research plan including justification of the research.)</i>		

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An estimate of the schools, teachers, students, and other school personnel that are to be involved.		
A list of outside personnel who are to be involved and their qualifications and assignments.		
A detailed estimate of time required of students teachers and other school personnel involved.		
Instruments being used for observations. <i>(Copies of all research materials e.g., questionnaires, tests, interviews protocols, and other research instruments.)</i>		
If students are involved, a Parental Permission Form must be provided. <i>(The form must explain to parents the purpose of the study, the time length of the study, and if any special equipment is involved.)</i>		
Review of research requests are based on a priority scale. Please identify and explain the priority category your request falls into: 1.Highest priority will be assigned to studies which relate directly to current school system goals or priorities; 2.Second priority will be assigned to studies which promise direct benefit to the instructional program; and, 3.Third priority will be assigned to studies that show promise for the extension of knowledge in a substantive field or fields related to, or having implication for, education.		