Thank you for your interest in conducting research in Chesterfield County Public Schools. As a district, we are committed to supporting high-quality research which advances educational practice. We encourage all applicants to seek the assistance of the Department of Research and Evaluation throughout the project planning and application process. Please be aware that the approval process, outlined below, is a multi-step process that takes at least five weeks to complete. This should be factored into the proposed timeline when completing the application.

**THE APPLICATION**

Applying to conduct research in Chesterfield County has two phases.

I. **Online application:** A *general application* which includes basic contact and project information must be completed. While it must be completed in one sitting, a list of required information can be found [here](#) so you may prepare ahead of time.

II. **Submission packet:** Detailed project information needed is described below.

**THE PROCESS**

Review of research applications is a four step process in Chesterfield County Public Schools.

I. **Member review:** Submission documents will be assigned to a member of the Research Review Committee upon receipt. The member will review the submission for completeness and, if the application is complete, will place the proposal on the agenda. The candidate will be notified via email when their submission has been placed on the agenda. If an application fails to meet expectations, the candidate will be notified directly by a member of the research committee.

II. **Committee review:** The full committee will review the proposal in light of the criteria for selecting research projects. If the committee has questions regarding the proposal, the committee member assigned to the project will work with the applicant to clarify the information and resubmit the proposal for consideration at a later meeting.

III. **Division/Department review:** Proposals which receive committee approval are presented to relevant/impacted departments within the division for comment.

IV. **Committee decision:** Division/Department feedback is brought before the committee which then makes a final decision regarding the proposal. Final decisions are communicated with the applicant via email.

**THE TIMELINE**

The Review Committee meets on the third Tuesday of the month as necessary. Submissions received by the second Tuesday of the month are distributed to members for member review and consideration for the monthly agenda. Submissions received after the second Tuesday of the month will be held for distribution until the following month. Due to the feedback period, approval for a project will take a minimum of five weeks from the second Tuesday of a given month.

**THE CRITERIA**

In reviewing applications, the following factors are considered:

- Is the submission complete, organized, and well written? Is it free from significant factual and/or grammatical errors?
- Does the proposed study have a sound educational focus and clearly support the Division’s [Design for Excellence 2020](#)? Has the applicant carefully considered Chesterfield County’s current mission, vision, and on-going initiatives in selecting the district as a possible research site?
- Is the proposal technically sound, demonstrating high-quality, professional work?
- Does the study require the use of instructional time or create a significant departure from the normal school routine?
- Does the study duplicate work already in progress and/or approved by the Review Board to take place?
- Is there adequate provision for the confidentiality of all participants as well as the security and disposal of data?
- If applicable, is there evidence of Institutional Review Board (IRB) approval or intention to apply?
- Is there a signed copy of the [nondisclosure agreement](#)?
THE SUBMISSION
You will be asked to share several documents related to your study when completing the application. CCPS acknowledges that the documents remain your intellectual property and will only grant access where necessary to evaluate the proposal. When compiling the documents for submission, please consider that all division personnel responsible for approving your proposal will work directly from your documents as submitted. Adherence to expectations and organization as outlined below as well as appropriate written English and proof-reading are basic expectations for all submissions. Completed packets should be submitted to Patricia Fox via US mail, email, or fax as indicated below.

Complete submission packets should include:
I. A concise description of the purpose of the study/statement of the problem, the research questions and/or hypotheses, and an explanation of the study’s alignment to the Design for Excellence 2020 (no more than 2 pages)
II. A brief review of the literature (no more than 2 pages)
III. A detailed description of the research design and methodology including
   • Proposed timeline
   • Process for selection and recruitment of participants
   • Anticipated time investment per participant
   • Measures to ensure consent, privacy, and confidentiality of participants
   • Procedures for data collection and analysis
   • Detailed description of any data needed from the school system
   • An alignment between the research questions, instrumentation, and proposed analysis(es)
IV. Detailed information on all instruments to be used including:
   • Source of the instrument and permission to use
   • Reliability and validity information
   • For researcher created instruments, a detailed description of the creation process including any reference sources, pilots, and field trials should be included
V. A copy of all documents to be used in the study must accompany your application. This includes, but may not be limited to, the following:
   • Informational letter about the study
   • Invitation/reminderto participate in an activity/respond to an email/other communication
   • Consent/assent forms
   • Data collection instrument(s)
   • IRB/governing body approval documentation, if required
   • A signed copy of the signed copy of the nondisclosure agreement

CONTACT INFORMATION
Applicants are encouraged to contact Dr. Patricia Fox throughout the planning of the research project.

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