

Dear Research Applicant,

The Salt Lake City School District (SLCSD) supports the conduct of educational research. The SLCSD Research Review Committee has been established to review and approve research requests. All requests for research must be approved by the review committee.

The guidelines for submitting your request to conduct research in SLCSD are listed below. Your completed application and any supporting documentation should be submitted to the Director of Assessment & Evaluation via email at [michelle.amiot@slcschools.org](mailto:michelle.amiot@slcschools.org), and cc'd to [margaret.huffman@slcschools.org](mailto:margaret.huffman@slcschools.org). Additionally, a hard copy should be sent to SLCSD, Assessment & Evaluation, Attn: Michelle Amiot, 440 East 100 South, suite 203, SLC, Utah 84111.

You will be notified via email regarding the status of your application. Research requests are generally reviewed within two weeks of submission.

Please feel free to contact our office if you have any questions.

Michelle Amiot  
Assessment & Evaluation, Director  
Salt Lake City School District  
801.578.8294

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### **Research Project Approval Guidelines**

1. Prior to conducting a research project in Salt Lake City School District, approval must be obtained from SLCSD Research Review.
2. To initiate the review process, a research application must be completed and submitted to the Director of Assessment & Evaluation.
3. Research project applications must be accompanied by a project proposal and must include a copy of the instruments that will be used. An IRB approval should also accompany any research request when applicable.
4. Approval of the research project application by the Research Review Committee authorizes the applicant to proceed with the research. However, approval does not obligate the participation of any school or employee of Salt Lake City School District.
5. Following approval of the project, no changes in methodology or instrumentation may be made unless approved by the SLCSD Research Review Committee.
6. Upon completion of the research project, a copy of the project's findings is to be submitted to the Director of Assessment & Evaluation to be added to the SLCSD Research Library.



REQUEST FOR EXTERNAL RESEARCH

Larry Madden, Superintendent of Schools  
Michelle Amiot, Director of Assessment & Evaluation

REQUEST FOR RESEARCH  
APPLICATION FORM

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

Date of Submission: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Institutional Affiliation or agency represented by investigator:  
\_\_\_\_\_

Name of Applicant's Sponsor (if student): \_\_\_\_\_

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

Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Reason the project is being conducted (e.g., comply with grant, dissertation..):

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Briefly describe the project, including the primary questions to be addressed by the research and its significance to the Salt Lake City School District and the field of education:

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| <b>Research Overview:</b> | <b>Sample Size</b> | <b>Description<br/>(Schools, Grades, Demographics)</b> |
|---------------------------|--------------------|--|
| Students                  |                    |  |
| Staff                     |                    |  |
| Parents/Guardians         |                    |  |

| <b>Group:</b>     | <b>Time Required</b> | <b>Data Required<br/>(from school/district records)</b> |
|-------------------|----------------------|---|
| Students          |                      |   |
| Staff             |                      |   |
| Parents/Guardians |                      |   |

Total time required to work in SLC schools : \_\_\_\_\_

What is required of teachers? \_\_\_\_\_

Potential risks and hazards to any subjects involved?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe the informed consent procedures that will be followed (if applicable). Attach copies of scripts, parent letters, forms etc.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List the names of tests, surveys, questionnaires...to be used. Attach copies.  
 \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ (MM/DD/YR)

Anticipated end date: \_\_\_\_\_ (MM/DD/YR)

Assurances:

I understand that I am requesting assistance in a research project. If my request for research assistance is granted, I agree to abide by all policies, rules, and regulations of the Salt Lake City School District. When the project is completed, Salt Lake City School District will receive a copy of the project report.

Signed: \_\_\_\_\_  
 Principal Investigator of the Research Project                      Date

I have read the procedures for External Research in the Salt Lake City School District (SLCSD) and understand that supervision of this project and responsibility for a report on its outcome rest with me. I also understand the privilege of conducting future studies in SLCSD is contingent upon the fulfillment of such obligations.

Signed: \_\_\_\_\_  
 Sponsor of the Research Project    Date

Please return 2 copies (one electronic, one paper copy) to:  
 Michelle Amiot, Director, Assessment & Evaluation  
 Salt Lake City School District, Administration Building, Suite 203  
 440 East 100 South  
 Salt Lake City, Utah 84111