

RESEARCH APPLICATION OVERVIEW AND PROCEDURES

LUBBOCK INDEPENDENT SCHOOL DISTRICT
RESEARCH, ASSESSMENT, AND ACCOUNTABILITY
1628 19th STREET | LUBBOCK, TX 79401
PHONE: 806-219-0392 | FAX: 806-766-1585



RESEARCH:

Lubbock ISD supports high quality research that addresses well-formed research questions of educational importance. In order to conduct research in the Lubbock ISD, a research application must be submitted to and reviewed by the district's Research Review Board (RRB). The RRB is housed within the department of Research, Assessment, and Accountability and draws on the professional knowledge of staff from the Administrative Cabinet and the departments of Curriculum and Instruction, Professional Development, School Support Services, and Special Education, among others.

Research applications must demonstrate clear and direct educational value to the district and not just to the profession of education, in general; be minimally disruptive to the educational process; manifest a sound research methodology; and comply with current privacy laws. The potential direct benefit to Lubbock ISD must outweigh demands on district resources, particularly on staff and student time.

WHO

- Any study that involves data collection through observation, interviews, surveys, tests, etc., from students or personnel in the Lubbock ISD (LISD) schools is subject to the approval process.

NEEDS

- Any person requesting to collect information for master thesis, doctoral dissertation, or other related studies must submit a research application for approval.

APPROVAL

- Any LISD employee collecting data, testing students, etc., not as part of their regularly assigned administrative or instructional duties, are required to secure permission prior to conducting research.

**Research Application
Overview and Procedures**

RESEARCH REQUESTS TIMELINE

**Research applications may only be submitted beginning
July 1st thru February 28th each year**

July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

**No research applications
will be accepted
March 1st thru June 30th
each year**

The Research Review Board (RRB) meets monthly to review applications. Review of applications does not occur until all supporting documents and applicable signatures are received. Applications normally take two to three weeks to review, but in special cases, the review may take longer. District approval to conduct research does not imply campus consent. Campus principals will give the final approval for research requests.

APPLICATION PROCESS – REQUIRED DOCUMENTATION:

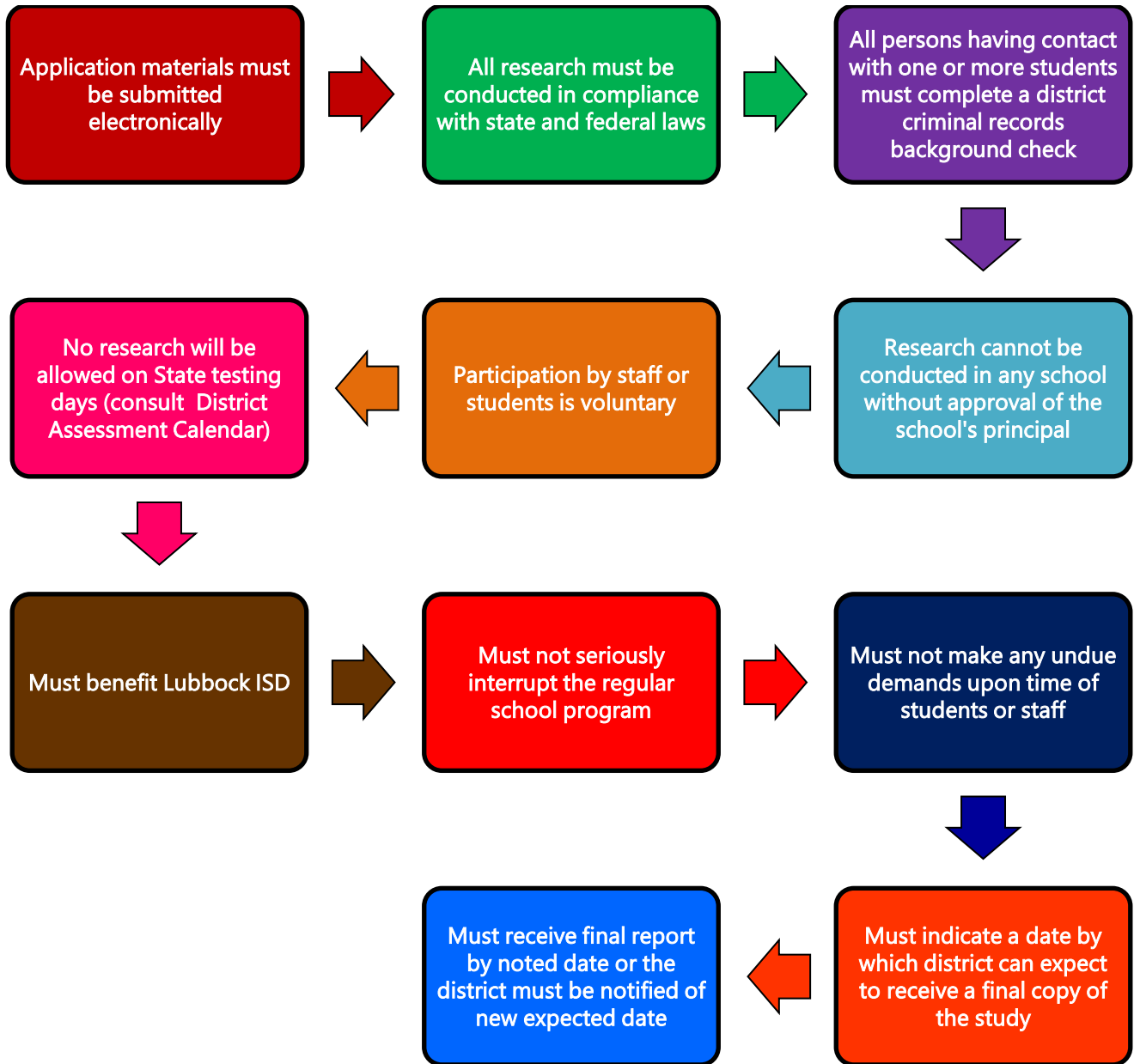
- A completed Lubbock ISD Research Application
 - An electronic copy must be submitted to Pam Leftwich (pam.leftwich@lubbockisd.org) in the Research, Assessment, and Accountability Department. The electronic submission must include all applicable signatures.
- A copy of the IRB approval.
- A copy of all instruments (i.e., tests, questionnaires, surveys, interview protocols, observation forms, permission forms, etc.).
- A copy of any consent letters to parents, teachers, administrators, or students.

FINAL DOCUMENTATION REQUIRED:

- The final completed research report must be submitted electronically to Pam Leftwich (pam.leftwich@lubbockisd.org) in the Research, Assessment, and Accountability Department. The researcher understands the final report may be shared at the district's discretion.

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CONDUCTING RESEARCH IN LUBBOCK ISD SCHOOLS:



Lubbock ISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs, or activities.