OCPS Application to Conduct Research
Research: Criteria for Approval

1. **Appropriate Research Topic (for the public K-12 educational setting)**
   - All proposed research projects must further the OCPS Research Agenda, which directly aligns with our 2025 Strategic Plan

2. **Fulfilled Application Requirements**
   - All required application sections are complete, including signature and date
   - The timeline is clear and feasible (e.g., data collection achieved within a reasonable amount of time and non-disruptive to student instructional time or testing periods)
   - The sample is appropriately described. Participation by more than ten schools is NOT permitted.
   - OCPS is able to provide data that may be requested, and staff are available to assist
   - A current and active Institutional Review Board (IRB) approval document is provided
   - For capstone/thesis/dissertation student researchers, a letter of proposal approval from the graduate faculty advisor/committee chairperson is provided.
   - All research instruments are provided, such as surveys, interview protocols, etc. (if applicable) and are in compliance with Florida Statute section 1001.42.
   - All research consent/assent forms are submitted (if applicable)
   - All other necessary forms and/or attachments are submitted (e.g., CITI)

3. **Sound Research Design**
   - The overall purpose of the study is clear
   - The research questions are relevant, clear, and address the research purpose
   - The intended audience is identified
   - The research instruments are free from biased or sensitive language, appropriate for a K-12 educational setting, and support the study purpose
   - The research methods are clear, well-developed, and aligned to the purpose
   - Issues of confidentiality, privacy and security are sufficiently addressed
   - Potential risks to the participants are minimal and are communicated via consent/assent forms

4. **Useful Findings to OCPS are Expected**
   - The research is significant in nature and aligned to the OCPS Strategic Plan or Research Agenda
   - Potential benefits to the participants and/or the district outweighs investment of staff time and resources