**Regulations and Procedures for Conducting Research Studies in   
Knox County Schools**

Knox County Schools desires to keep abreast of changes in educational technology, results of current educational research, and innovative educational programs. Therefore, we welcome the opportunity to be a part of the development and testing of innovative ideas and quality research in education. However, it is the obligation of Knox County Schools and the research committee to protect the interests and learning opportunities of its students, teachers, and stakeholders. These interests and opportunities will not be sacrificed in order to establish a setting conducive to research. Thus, each proposal to conduct research will be examined carefully on the basis of whether it contributes significant new and useful information to the educational program of Knox County Schools and public education as a whole.

In general, permission to conduct research may be denied when the study is deemed:

(1) to interfere with instructional time, particularly when student responses are required, or

(2) to be too socially or politically sensitive, or

(3) to have little or no educational research value, or

(4) to be too great of a burden on Knox County Schools personnel, or

(5) to be using Knox County Schools for convenience sampling, or

(6) to require student identifiable information. We do not provide student names or addresses.

**Procedure for Obtaining Permission to Conduct Research**

**Step 1. The investigator completes a written response to the items listed below.**

* + - 1. Name, mailing address, and e-mail address of the investigator(s).
      2. Telephone number where the investigator(s) can be reached in the daytime.
      3. Position(s) of the principal investigator(s) [undergraduate student, graduate student, or college professor (specify institution); Knox County employee (specify job and location); other (specify occupation and affiliated institution, if any).
      4. Name and title of the principal investigator’s instructor, major professor, or project director (if application).
      5. Title of the proposed study.
      6. Brief description of the proposed study which is not limited to but **must** include the following:
         1. an intended purpose for any data (a report, a dissertation, a publication, etc.),
         2. a targeted population (who and how many),
         3. data collection procedures (if requesting current data, a spreadsheet with the desired fields),
         4. an estimated time required by Knox County participants (who and what they are being asked to do),
         5. a statement indicating all data will be kept confidential and that all subjects, teachers, schools, and the system will be kept anonymous in any publication except when given written permission to mention the system by the research committee, and
         6. a projected value of the study to Knox County, if any.
      7. Single copies of all questionnaires, surveys, tests, answer sheets, structured interviews, or other instruments that will be used by Knox County participants. Each instrument needs to contain a statement indicating that all responses are voluntary.
      8. Single copies of cover letters, copies of instructions, parent permission statements (for voluntary student participation).
      9. Approximate proposed dates (length of time) for the beginning and end of the study.
      10. If appropriate, agreement to complete the Knox County Schools background check which includes a background check (no cost to participant) and drug screening (at researcher’s expense).

**Step 2.** The investigator sends the response to the Administrative Assistant for the Research Committee either by email or the USPS. The research committee will review all proposals on the second Monday of each month. Requests must be received no later than the first Monday of each month.

Email: rea@knoxschools.org Jessica Cavalaris, Research and Evaluation

Telephone: (865) 594-1735 Knox County Schools

Fax: (865) 594-1609 P. O. Box 2188

Knoxville, TN 37901-2188

**Step 3.** After the committee meets, the investigator will receive one of the following:

(a) an approval letter, or

(b) a request for information or clarification, or

(c) a letter denying permission.

**If you are required to *Re-submit* your proposal, please do so using a Mark-up copy highlighting the changes made.**

**Step 4.** After receipt of an approval letter, the investigator may contact the principals of the school(s) where the study will be conducted in order to seek final approval at the school level.

**Step 5.** At the conclusion of the study, the principal investigator is required to send a copy of the study – either paper or electronic – to the address above.