

## **Research**

Research projects conducted by employees or a non-ESD employee during the workday or that use ESD resources or ESD students, either for study toward advanced work or for use in classroom instruction will be reviewed for adherence to the following criteria prior to approval from the Superintendent or designee.

Anyone wishing to conduct such research shall submit a detailed research proposal to the Superintendent, within a reasonable time before the time of the planned research to allow for adequate consideration given the breadth and depth of the research. At a minimum all proposals must be submitted no later than 10 working days prior to the onset of the research project. Requests for research projects must be submitted in writing and clearly include each of each of the following criteria.

Research approval criteria:

1. The topic to be researched;
2. The target population(s);
3. The qualifications of the primary researcher;
4. The identity and qualifications of others assisting the primary researcher, if any;
5. Well documented and evidence-based theoretical framework;
6. Well documented research design, tools, and methods aligned with best practices;
7. Research investigation in alignment with LBL goals of direct benefit to LBL services
8. Data sources requested are appropriate for the study's aims;
9. The precautions to be taken to protect the confidentiality of the participants and the record of their involvement both during and after research.
10. Appropriate data confidentiality procedures and safeguards that record participant involvement both during and after the research are in place and documented in the written proposal;
11. Minimally necessary individually identifiable information is planned to be collected<sup>1,2</sup>; and
12. Approval for externally associated institutions has been received, or is likely to be approved i.e. University Institutional Review Board (IRB), Grant requirements etc.

Once the proposal review process is complete, the submitter will receive written notification if changes or additional information is needed and/or that it's been approved.

Upon completion, the results of the research project will be submitted to the Superintendent or designee.

**END OF POLICY**

1. Policy JOA
2. Policy JOB

**Legal Reference(s):**  
[ORS 334.125](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2016).  
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2016).

Reference Policies

GBC

GBC-AR

JOA

JOB