



**Preparing a Request for Permission to Conduct External/Internal Research in  
Spring Independent School District**

Please submit an electronic copy with all required attachments to Dan Taylor, Ph.D., Director of Research and Performance Analysis, [dtaylo1@springisd.org](mailto:dtaylo1@springisd.org). All requests must be accompanied by the following documents and attachments. (Incomplete requests will not be considered.)

1. **Written outline** that addresses the following clearly defined components:
  - A. Name, position, title, address, telephone number, and institution represented for each researcher. For graduate dissertation/thesis, include the signature of student's advisor.
  - B. Title of the study
  - C. Project timeline including beginning and ending dates and the amount of time required for each of the proposed research activities to be conducted within the district.
  - D. Purpose of research (e.g., graduate dissertation/thesis, individual research, class project, publication, other).
  - E. Theoretical basis of study including research questions and hypotheses.
  - F. Type of research (e.g. qualitative, quantitative, experimental, or quasi-experimental).
  - G. Sampling design and rationale, including number and type of schools, names of schools, number and types of students or staff or names of departments and type of staff.
  - H. Relevance of research to Spring ISD
    - i. Reasons for conducting research in Spring ISD.
    - ii. Subsequent use of results.
    - iii. Benefits to the district and relevance of project to the stated mission and goals of the district.
  - I. Methodological Procedures
    - i. Instruments with source/publisher along with reliability and validity information.
    - ii. Instruments must be administered in the participants' cognitive academic language.
    - iii. Data collection procedures, persons who will be collecting the data, time frame for collecting data, need for district archival data.
    - iv. Methods for maintaining confidentiality.
    - v. Data analysis procedures for each research question.
    - vi. Procedures for storing data during the study and handling data after the completion of the study.
  - J. Assurance that Spring ISD is not named in the final reports or subsequent presentations.
  - K. Informed consent Procedures for obtaining active consent from parents and assent from children including written consent forms for speakers of languages other than English.
  - L. Target date for submission of final report to the district.
2. **Required attachments** including the following:
  - A. Copies of instruments and their source/publisher in all languages required.
  - B. Copies of informed consent forms in all languages required.
  - C. Completed Human Subjects application from institution represented.
  - D. Approved thesis/dissertation proposal from institution represented.

**If you have any questions regarding the status of your request, please contact:**

Dan Taylor, Ph.D.  
Director of Research and Performance Analysis

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