

The School District of Philadelphia

Office of Research and Evaluation

440 North Broad Street, Suite 214
Philadelphia, PA 19130



**Research Review Committee
2017 REQUIREMENTS FOR SUBMISSION**

1. Attend a Research Partnerships and Tiered Evidence Forum

All those submitting to the RRC are now required to attend. Research Forums are held by the Office of Research and Evaluation on select Tuesdays each month. Please see the website for specific dates.

***PLEASE NOTE:** If you are a student submitting a dissertation proposal, you must schedule a personal consultation with the RRC before continuing past Requirement 1. Please contact Kelsey Weir at researchreview@philasd.org to schedule your consultation.*

2. Standard Cover Page

The cover page is provided as a fillable PDF and is available on our website. Please fill out the form, print, and scan with your proposal. Cover pages should be submitted as PDFs, attached with the entirety of your proposal.

3. Standard Proposal

Please use our template to fill out a standard proposal. Instructions are available on our website. Proposals should be no more than 12 pages, including the Standard Cover Page.

4. Appendices

It is preferable that all appendices are included as one separate PDF, or included with your Standard Cover Page and Proposal as one document. Please acknowledge all appendices, noting those that are not applicable with an "N/A."

5. Electronic Copy

Once you have completed your proposal, please email a copy to researchreview@philasd.org. You will receive a response that includes your formal proposal number, which will be in the following format: "YEAR-MONTH-NUMBER" (e.g., 2017-01-201).

6. Hard Copy and Fees

Your proposal is not considered complete until the RRC has received one hard copy to the address below. Please include the appropriate submission fee (see fee schedule here), payable only by money order, for your proposal.

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Questions? Please email researchreview@philasd.org or call 215-400-4260 for more information. This information was last updated in August 2017.