

The School District of Philadelphia

Office of Research and Evaluation

440 North Broad Street, Suite 214
Philadelphia, PA 19130



**Research Review Committee
2018 DEADLINES**

All those submitting to the Research Review Committee must attend a Research Forum. These meetings are held once monthly, on Tuesdays at 1:00pm. Notice of attendance is highly preferred – when possible, dates of our Research Forums correspond with due dates. You can find specific dates on the next page.

Month	Submission Due Date	Month	Submission Due Date
JANUARY	January 5, 2018	JULY	July 6, 2018
FEBRUARY	February 9, 2018	AUGUST	August 10, 2018
MARCH	March 9, 2018	SEPTEMBER	September 7, 2018
APRIL	April 6, 2018	OCTOBER	October 5, 2018
MAY	May 4, 2018	NOVEMBER	November 9, 2018
JUNE	June 8, 2018	DECEMBER	December 7, 2018

Proposals must be received electronically by the Office of Research & Evaluation by **4:30pm**, the close of the business day. Only completed proposals with the processing fee included will be reviewed by the Research Review Committee. Hard copy proposals must be postmarked by the due date.

Proposals delivered through the U.S. Postal Service, UPS, FedEx, or other mail delivery service should be addressed as follows:

Research Review Committee
Office of Research and Evaluation
School District of Philadelphia
440 N. Broad Street
Suite 214
Philadelphia, PA 19130

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

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**Research Review Committee
2018 RESEARCH FORUM DATES**

All those submitting proposals to the Research Review Committee must attend a Research Forum. These meetings are held once monthly, on Tuesdays at 1:00pm. Notice of attendance is highly preferred - please email researchreview@philasd.org to sign up for a specific Research Forum.

Month	Research Forum Date	Month	Research Forum Date
JANUARY	January 2, 2018	JULY	July 3, 2018
FEBRUARY	February 6, 2018	AUGUST	August 7, 2018
MARCH	March 6, 2018	SEPTEMBER	September 4, 2018
APRIL	April 3, 2018	OCTOBER	October 2, 2018
MAY	May 1, 2018	NOVEMBER	November 6, 2018
JUNE	June 5, 2018	DECEMBER	December 4, 2018

For out-of-state applicants who will be unable to attend a research forum in person, the RRC offers Research Forum Webinars. Webinars are held once monthly, when applicable. Please contact researchreview@philasd.org to inquire about a remote webinar.

The RRC suggests all researchers involved in a submitted proposal attend a research forum before submission. In the event that this is not possible, at least one member of the team must be on record as attending.

Questions? Please email researchreview@philasd.org or call 215-400-4260 for more information. This information was last updated in December 2018.