



Outline for the Research Proposal

Please use Times New Roman, 12 pt. font, double spaced; maximum page length is 10 pages excluding the references. Page numbers must be located at the bottom of each page, either centered or right-justified. While Word documents are accepted, PDF versions of all documents are highly preferred.

Project Title

- This should be sufficiently clear to convey both the topic of the study and the populations and/or contexts where your research will be conducted.

Background/Study Rationale

- Provide a brief description of the the purpose, scope, and duration of the study. If the study is part of a larger project, please provide enough information so that the RRC can understand the context and relationship of the proposed study to the larger project.
- If you are proposing to evaluate a program/intervention/approach (whether it is new or existing), include a concise description of the program/intervention/approach itself.
- Optional: Provide a targeted summary of relevant literature to provide context for the study.

Research Question(s)

- List the specific research question(s) guiding the study.
- Provide definitions of terms that may be specific to your area of inquiry to ensure clarity and understanding.
- Methods, instruments, and data requests need to be consistent with the research questions listed.

Methodology

- *Sample(s)*. Provide a detailed description of the research participants. Include expected number of students, teachers, parents, classrooms, and/or schools involved in the study, any special participant characteristics (e.g., age, gender, principal of an elementary school, etc.), and describe the method by which participants will be selected.
- *Research Method and Design*. Describe the research method you will employ (e.g. quasi-experimental, randomized control trial, descriptive analysis of quantitative data, ethnography, etc.) and pertinent details about the specific research design. Justify your selection of this method and design for your research as it relates to the research questions.
- *Data Collection*. Describe the process and procedures for collecting data. This should include a brief description of all proposed instruments (e.g. surveys, observation protocols) and/or District-held data. Identify personnel who will be collecting the information and present a timeline (e.g., A 10-minute pre-test will be administered by research staff prior to the implementation of the proposed reading program. One month after the conclusion of the reading program, research staff will once again administer a 10-minute post-test).

Logic Model (for Program Evaluations Only)

- Please include a logic model for the program that is being evaluated.
- The following links can be used to help develop a logic model and evaluation plan for your research project:
 - <https://www.btop.org/sites/default/files/public/W.K.%20Kellogg%20LogicModel.pdf>
 - http://betterevaluation.org/plan/define/develop_logic_model
 - <http://www.cals.uidaho.edu/edcomm/pdf/CIS/CIS1097.pdf>
 - http://www.fcrr.org/documents/essa/essa_guide_sea_appendix_b.pdf

Benefit of Study to Participants and to District

- Describe the benefits of participation for the study participants including whether incentives or compensation for participants will be provided.
- Describe the benefits of participation for the District.
- Describe how your study relates to the strategies and actions outlined in the District's Action Plan.

Burden of participating in study on participants and on District

- Describe the burden that participation will place on the study participants. Address burden in terms of level of risk involved, time commitment, lost instructional time, psychological impact (e.g., stress), and any other relevant factors.
- Describe the burden participation is expected to place on school based and District staff. Include an assessment of burden in terms of: finances, personnel, time requirements, administrative costs (e.g., searching for and collating data from District sources), and any other relevant factors.

Compliance with federal regulations (FERPA, HIPAA, PPRA)

- Describe how consent and/or assent will be obtained.
- Describe how confidentiality and anonymity of research participants will be maintained.
- Identify the procedure for storing data and data security measures employed.
- Describe how and when the data will be destroyed.

Plan for Dissemination of Findings

- Provide the expected venues for sharing study results (e.g., via submission to peer review journals, research conferences, presentations in academic settings, public reports, governmental documents and datasets, etc.).
- Describe how your results will be shared with the District and school staff.

Reference List

- Include references for all citations, using the American Psychological Association (APA) format.