

2019 Requirements for Submission Student Researchers

1. Contact the Research Review Committee for a Consultation

This allows the RRC to learn about your potential research and provide guidance before submitting. Often times, feedback is provided regarding potential contacts for obtaining a letter of support, considerations for your study design, as well as to answer any outstanding questions about the submission process. If you are given clearance to apply, move on to steps 2-7. Please contact researchreview@philasd.org to schedule your consultation.

2. Attend a Research Review Forum

Researchers looking to submit for RRC review are required to attend a forum no more than one year prior to submitting. More information and specific dates for monthly forums can be found on our website under "Research Forum." Please send an email to researchreview@philasd.org to RSVP.

3. Proposal

Please use our template (found on our website under "Submission Materials") to assemble your proposal. The main body of your proposal should be around 8-10 pages in length not including references, and compiled into a single document (PDF strongly preferred).

4. Supporting Documents

If your proposed study includes Human Subjects Research, please assemble and include the relevant documents compiled into a single document (PDF strongly preferred). A list of recommended documents can also be found on our website under "Submission Materials."

5. Electronic Copy

Once you have assembled each section of your proposal, please complete an electronic submission through our Qualtrics form. In this form, you will be prompted to attach each file(s) in the appropriate section. Please click [here](#) to access the direct link, which can also be found on our website under "Submitting a Proposal." When you have finished filling out the form, click "Submit," and [download and print](#) the summary page produced by Qualtrics. You will submit this with your hard copy.

6. Hard Copy and Fees

Your hard copy should consist of the printed Qualtrics summary, as well as the documents you uploaded (e.g. the main proposal and any supporting documents.) Send your hard copy and appropriate fee as a **money order** to:

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

When all materials have been received, you will receive a confirmation email with your proposal number.

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