

## Requirements for Conducting Research in Bend-La Pine Schools

All requests for conducting research in Bend-La Pine Schools must follow the district's established review process outlined below:

1. All research study requests and a written research proposal must be submitted to the Testing & Evaluation Department prior to researchers' contact with schools. A proposal form is available on the Curriculum, Instruction and Assessment website.
2. The research proposal must describe: 1) the scope and significance of the study, 2) the research design, including the research questions, plans for data collection and analysis, procedures for maintaining the confidentiality of information, and a date when all participant information will be destroyed, 3) specific logistics of the study, which should include the start and end dates, procedures and timelines, and 4) all survey or assessment instruments, protocols and informed consent forms that will be used in the study. All such documents must be included with the proposal.
3. The District will evaluate the request based on the usefulness of the study to the District, the research design including procedures for maintaining confidentiality of information, the impact on staff and student time, and compliance with District policies and regulations. Please allow four weeks from the date of submission for the review.

The District will evaluate each request for adherence to the above criteria. If a study is approved, the Teaching and Learning Department will serve as liaison with necessary parties within the district. Participation by schools in any research study is strictly voluntary.

Please send materials to the following address:

Bend-La Pine School District  
Teaching and Learning Department  
520 NW Wall St.  
Bend, Oregon 97701  
541-355-1020 *phone*  
541-355-1030 *fax*

All persons working with a project in Bend-La Pine Schools are subject to a background check, to be conducted by the District.
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# BEND-LA PINE SCHOOLS Research Proposal Form

Name of Researcher  
Agency and Position of Researcher  
Address, City, State, Zip  
Phone and Email

Title of the study: \_\_\_\_\_

**Scope and Significance of the Study:**

**Research Design:**

**Logistics of the Study:**

- A. Selection and Definitions of the Study Population
- B. Data to be Collected
- C. Source of the Data
- D. Quality of the Data
- E. Survey Distribution Methodology (if applicable)
- F. Proposed Start and End Dates

**Timeline for Research**

Task	Time Period

**Informed Consent:**

*Include any pertinent forms, and indicate how they will be distributed, copied and filed.*