

Tulsa Public Schools
Office of Accountability
Program Management Office (PMO)
INTERNAL RESEARCH REVIEW BOARD (RRB) GUIDELINES
2014-2015
As of June 25, 2014

Individuals or institutions conducting research and surveys as part of their assigned district responsibilities shall submit a research plan to the Research Review Board (RRB).

1) The RRB acts on the behalf of the Superintendent to review research proposed by external and internal sources. Expedited RRB review is provided for internal research requests by a subgroup of the RRB whenever the research request presents minimal disruption to the educational process, the research request is time sensitive, and/or the research is mandated by applicable local, state or federal guidelines.

2) Research requests should be submitted electronically to the RRB for handling and disposition, as follows:

- a. Brief purpose of the research
- b. Department(s) and employee(s) involved, with appropriate contact information
- c. Any applicable mandating agency deadlines and/or other priority action needs.
- d. List of schools/student groups/staff included in research
- e. Approximate amount of time required of site and student participants
- f. Copy of any survey or other instruments to be used and method of distribution e.g. paper or computer based
- g. State explicitly deadline requirements
- h. Single site surveys approved by the site administrator shall not require RRB application or approval.
- i. Surveys requiring multiple administrations without change to content require only initial approval from the RRB. In such cases the proposed scheduled dates of the survey shall be submitted to the PMO for review and approval annually and scheduled on the calendar.

3) To minimize the necessity of site participation in excessive numbers of similar research projects and/or "research fatigue," the RRB, or designated subcommittee as described, will, whenever possible, act in the capacity of coordinator for data collection and archives.

- 4) To better ensure that all research instruments used yield valid and reliable data, the RRB may require modifications to the research plan in line with research best practices.
- 5) Internal research collection instruments (e.g. surveys) which do not require priority action may be modified or combined with other requests into a single administration to minimize the total amount of disruption to the education process.
- 6) In general, research projects which duplicate previously approved efforts will not be re-authorized without good cause, though previous data will be made available to the requesting individuals.
- 7) New data collection for non-priority research purposes, in general, will not be conducted during the following 1) the first four weeks of school, 2) the last four weeks of school, and 3) official state or district testing windows.

Revised June 25, 2014