

ILLINOIS STATE UNIVERSITY LABORATORY SCHOOLS RESEARCH APPLICATION

All researchers (principal investigators/Pis) and others who will be working with the data produced by the study must go through Citi Training, up to date, and have their Citi Training identification attached within the IRB form in order for the research to be conducted. Citi Training identification number for all researchers and those working with the data is also requested on the lab school form.

Please find links and an explanation of each:

Citi Training for Human Subjects: <https://research.illinoisstate.edu/ethics/training/irb/>
IRB for Human Subjects Research <https://research.illinoisstate.edu/ethics/human/protocol/>
Protection of Minors: <https://ehs.illinoisstate.edu/minors/policy/>

1. Researcher finds the link to the *Laboratory School Research Project Application on the lab school website* and the *IRB Use of Human Subjects* form from <https://research.illinoisstate.edu/ethics/human/protocol/>
2. This form is vetted electronically from the research coordinator to the principal, and finally to the superintendent. Time commitment of lab school staff, interruption of student learning and value to the lab schools will be the primary determination of whether or not the researchers should be granted access to Laboratory School populations, works with the researcher on revisions, if necessary, and makes recommendations for scheduling the research.
3. Once acceptance is received, the researcher makes a PDF of the acceptance and attaches it to the application to conduct research in Cayuse IRB.
4. If the researcher is conducting research on a special population, additional parental consent will be required by IRB.
5. The researcher must comply with Illinois State University's Protection of Minors Policy. <https://policy.illinoisstate.edu/conduct/1-19.shtml> This form is also required to be

attached in Cayuse IRB. For more information and to register, see <https://ehs.illinoisstate.edu/minors/registration/>

6. After IRB approval, the researcher submits a PDF of the IRB approval to the research coordinator, Amanda Stalets. astalet@ilstu.edu
7. The research coordinator acknowledges receipt of IRB approval and authorizes research to begin.
8. Researcher may now begin collecting data.
9. Researcher may be required to share findings with faculty, if applicable.

TIME PROJECTIONS

Anticipated start date:

Anticipated completion date:

DESCRIPTION OF LABORATORY SCHOOL PERSONNEL INVOLVEMENT: participants in study (not PI) and names where applicable:

Have you spoken with the staff persons involved or the classroom teacher involved regarding this study? **Yes / No**

Number and grade level of pupils:

Unique characteristics of requested subjects:

Will the subjects be studied as individuals or in groups?

Time needed per session: _____ Number of sessions: _____ Total minutes: _____

Will you request access to any data in the student files? Yes _____ No _____

If "Yes," please list the specific information needed:

Will persons other than pupils be used? Yes _____ No _____

If "Yes," please indicate who and how. Please explain:

LABORATORY SCHOOL FACILITIES INVOLVEMENT

Building(s) and Rooms(s):

Equipment:

Materials:

(Equipment and materials are the responsibility of the researchers.)

Conditions of Approval

As a condition of approval to conduct research, researchers may be required to provide information which can benefit educational practice in the Laboratory Schools. Therefore, if requested, the researcher agrees to provide one of the following: (1) A briefing to the teachers and staff on the results of the research; (2) A workshop or seminar related to the research results that could help improve instruction; and (3) A final report. The researcher will consult with the superintendent and principal at the conclusion of the research to determine the feedback format most preferred by the school faculty.

I agree to acknowledge the Laboratory Schools (Metcalf or University High School) as the site of this research in publications and/or presentations and provide a copy of published or presented material to the building principals.

I understand that my proposed timeline and proposal may need to be altered to coordinate with the needs of the lab school students.

I agree to keep strictly confidential all laboratory school student records to which I may have access. I further stipulate that any report of my results will be written so that the individual student data are not identifiable.

I acknowledge that failure to comply with these guidelines may result in the loss of research privileges in the Laboratory Schools.

By submitting this form, researchers acknowledge they have read the Conditions of Approval and they agree to follow the research plan as stated on this form.

Signature of Researcher:

Signature of Researcher:

Research Coordinator, Principal, and Superintendent will provide one of the following responses:

	Signature	Accepted	Accepted w/ Conditions	Not Accepted
Principal: Jason Surion (Metcalf)				
Principal: Andrea Markert (U-High)				
Research Coordinator: Amanda Stalets				

Comments by building research coordinator and/or administrators, providing an explanation for non-acceptance, or if accepted with conditions: