

## ILLINOIS STATE UNIVERSITY LABORATORY SCHOOLS RESEARCH APPLICATION

1. Researcher receives a *Laboratory School Research Project Application* from Metcalf, University High School, or the College of Education Research websites and the *IRB Use of Human Subjects* form from the Institutional Review Board Office.
2. After the IRB approval, the researcher completes and returns the Laboratory School Research Project Application to the building research coordinator.
3. The researcher must comply with Illinois State University's Protection of Minors Policy. <https://policy.illinoisstate.edu/conduct/1-19.shtml>
4. The building research coordinator and/or administration reviews the research application to determine whether or not the researcher(s) should be granted access to Laboratory School populations, works with the researcher on revisions, if necessary, and makes recommendations for scheduling the research.
5. Research may begin after final notification by the building research coordinator.
6. Researcher may be required to share findings with faculty, if applicable.



Unique characteristics of requested subjects:

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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: \_\_\_\_\_

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Will persons other than pupils be used? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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**LABORATORY SCHOOL FACILITIES INVOLVEMENT**

Building(s) and Rooms(s): \_\_\_\_\_

Equipment: \_\_\_\_\_

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Materials: \_\_\_\_\_

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(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 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.

\_\_\_\_\_  
Signature of Principal Investigator

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Co-Investigator

Date \_\_\_\_\_

