KATY ISD AP RESEARCH
CAMPUS INSTITUTIONAL REVIEW BOARD GUIDELINES

This document explains the guidelines for students in the AP Research course to obtain permission to conduct research in a Katy Independent School District (KISD) school involving human subjects and includes an application that must be completed and submitted to the respective school's Institutional Review Board (IRB) for approval. "Human subject" means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction **with** the individual, or (2) identifiable private information.

According to The College Board:

Institutional Review Board (IRB)

Research proposals involving human subjects must be reviewed and approved by an institutional review board (IRB) before experimentation begins. According to federal regulations (45-CFR-46), the IRB must evaluate the potential physical and/or psychological risk of research involving humans. This includes review of any surveys or questionnaires to be used in a project. Federal regulations require local community involvement. Therefore, it is advisable that an IRB be established at the school level to evaluate human research projects.

An IRB must

- consist of a minimum of three members;
- include an educator;
- include a school administrator (preferably principal or vice principal); and
- include an individual who is knowledgeable about and capable of evaluating the physical and/or psychological risk involved in a given study. *This may be a medical doctor, physician's assistant, registered nurse, psychologist, licensed clinical social worker, or licensed clinical professional counselor.*

Many communities have IRBs in local organizations such as high schools, community colleges, universities, and medical centers. Many school districts have local science and engineering fair review committees, which, if necessary, can serve as IRBs as long as they have the required membership.

Additional guidance for the purpose and establishment of IRBs can be found at http://www.hhs.gov/ohrp/assurances/irb/.

Taken from page 44 of the AP Research Course and Exam Description

All requests for conducting research must follow specific guidelines, which were established for the following reasons:

- To protect the rights and privacy of students, parents/guardians, and staff
- To promote continuous program improvement
- To add to the body of knowledge in the chosen research field
- To protect the integrity of Katy ISD schools

<div align="center">**GUIDELINES FOR OBTAINING PERMISSION**</div>

Definition
Research is defined as any data collection from or about schools, students, parents, or staff OR any research outside the school system conducted by KISD students (researchers). Research includes, but is not limited to, data collection for the purposes of fulfilling the requirements of classes (e.g. AP Research) or publication in a journal or book.

Purpose
The purpose of this document is to establish a standard procedure for students to follow when requesting to conduct original research involving human subjects.

Requirements
KISD requires that researchers
- receive permission to conduct research from the campus IRB;
- give written assurance that individuals, schools, or the district are not identifiable in the final research study or report;
- give assurance the project has no undue effect and does not interfere with campus operation

Steps to follow when requesting permission to conduct research:
1. Complete the attached KISD Research Application and have it signed by the class instructor. The application must be typed.
2. Attach copies of any questionnaires, interview protocols, tests, or data collection instruments that will be used in the study.
3. Include a full explanation of the research question(s) and the research design.
4. Submit the completed application with supporting documents to the Campus IRB.

<div align="center">**Katy ISD Campus IRB Application**</div>
The following form(s) are required with submission of the research proposal to the campus IRB.

☐ AP Research Course - Human Subjects Research Application with required signatures
☐ Subjects Research Project/Study Checklist
☐ Any informed consent forms for study participants
☐ Letters of approval from any cooperating entities (if necessary)
☐ Research methods (research design, data source, sampling strategy, etc.)
☐ Questionnaires, service, or other data–gathering forms
☐ Letters, flyers, questionnaires, etc. that will be distributed to the study subjects
☐ Student Certification and Instructor Approval with required signatures

Subjects Research Project/Study Checklist

Circle the appropriate response and provide any additional information requested.

YES   NO   1. Does this project or study involve collection of data that identifies individuals (e.g., cohort databases includes SSN# Data on individuals, surveys, or interviews identifiable by name or student number etc.)?

YES   NO   2. Will data identifiable by individuals be shared with anyone (such as in a performance report for a funding source, conference presentations, published articles and reports, etc.)?

YES   NO   3. Are the participants being offered one or more incentives to participate (such as money, extra credit for the class, etc.)? List the incentive(s) here:

YES   NO   4. Is participation in this project or study voluntary for all individuals participating in the program or study?

YES   NO   5. Will participants be fully informed about the benefits and any risks?

YES   NO   6. Will participants be videotaped during the project or study?

YES   NO   7. Will participants' privacy and personal information be protected? *Briefly explain how privacy information will be protected:*

YES   NO   8. Will participants be debriefed following completion of the project or study?

YES   NO   9. Will participants, prior to the project, indicate informed consent to participate by completing and signing a written form? *Has a sample been included?*   *Yes   No*

YES   NO   10. Does the funding source have any potential for financial or professional benefit from the outcome for the study or project? *If yes, please explain.*

YES   NO   11. Are data sources clearly identified (such as interviews, survey, existing project data such as services received, reports, grades, existing school records, focus group, etc.)?

Check all that apply and estimate total number of individual participants in each relevant category about whom you will be collecting data for your research project:

☐ High school students   Number: _____
☐ General public   Number: _____
☐ Faculty   Number: _____
☐ Children and Youth under 18   Number: _____

AP RESEARCH COURSE - HUMAN SUBJECTS RESEARCH APPLICATION
KATY ISD CAMPUS INSTITUTIONAL REVIEW BOARD

All application must be typed and formatted exactly as outlined below. The AP Research course instructor may provide student guidance and clarification throughout the application process.

I. **RESEARCH PROJECT IDENTIFICATION**
   A. Title of proposed research project
   B. Name, address, phone number(s), and email address of primary researcher
   C. Collaborators (if applicable)
      1. AP Research teacher's name and email address
      2. Co-researchers
      3. Mentor
   D. Date of submission
   E. Purpose of study
   F. Context for research

II. **RESEARCH GOALS**
   A. Summary statement of problem
   B. Research questions/hypotheses or specific objectives

III. **DETAILED DESCRIPTION OF PROCEDURES**
   A. Subjects needed and data gathering procedure, including any tentative agreements if any research occurs outside of KISD
   B. Approximate dates to begin and end data collection
   C. Amount of time required of participants
   D. Instructions, instruments, or apparatus to be used (describe and attach copies of surveys)
   E. Specific activities and person(s) responsible for carrying out each activity

IV. **RESULT OF RESEARCH**
   A. Rationale for the study (How will the study contribute to this field of research?)
   B. Potential risks or benefits to participants
   C. Benefits to the field
   D. Use of information gained from research

The following signatures are required before the IRB will review any portion of a student proposal.

_____   _____
           AP Research Teacher   Student

_____   _____
                Parent   Mentor (if applicable)

Student Certification and Instructor Approval

Student Certification:
In making this application, I certify that:

1. I have read and understand the protocol and method of obtaining informed consent, and will follow them during the period covered by this research project.

2. I agree to comply with federal, state, and local laws regarding the protection of human participants in research. I agree to protect the confidentiality and anonymity of all subjects.

3. I will submit any future changes to the research project to the institutional review board (IRB) for review and approval before implementation, as these may alter the exempt status of the project.

4. I agree that any new findings that developed during the course of the study that may affect the risks and benefits to participants will be properly and promptly reported to the IRB in writing.

5. I agree that any adverse events that occur in the course of the study will be reported the my AP Research instructor within 48 hours.

6. I agree and understand that records of the participants will be stored on campus for at least three years after the completion of the research.

7. I understand that research may only begin once the IRB has given notice of its approval.

Student Signature: _____   Date: ____/____/_____

Printed Name: _____

Parent Signature: _____   Date: ____/____/_____

Printed Name: _____

Instructor Approval:
I confirm the accuracy of this application. I accept responsibility for the conduct of this research, the supervision of human participants, and the maintenance of informed consent documentation as required by the campus IRB.

Signature of the Instructor: _____ Date: ____/____/_____

Printed Name: _____