

CATEGORIES OF EXTERNAL RESEARCH

Information regarding the external research process as well as application materials can be found on BSD7's external research website. Applications submitted to the office of the Deputy Superintendent Instruction undergo a thorough review process. Review and approval is based on a set of criteria that include: value to BSD7, use of BSD7 student and staff time and resources, relevance to the BSD7 Strategic Plan or other key district initiatives, value to the field of education, and the appropriateness and rigor of the study design.

Student Research

Undergraduate Students

Although BSD7 supports the local academic community, BSD7 lacks the resources necessary to support undergraduate class assignments and research projects at this time.

Graduate Students

Class research projects. College and university classes with multiple students conducting research in BSD7 require a formal written request to be submitted by the professor before the start of the semester (June 1 for fall semester projects and October 31 for spring semester projects).

Individual research projects. Students conducting independent or supervised research projects (e.g., for a master's thesis or a doctoral dissertation) need to submit a completed *External Research Application*, which includes: a detailed description of the research design and/or logic model; details regarding any data request for school records; survey instruments, interview protocols, and other data collection instruments; consent and assent forms; etc.) Applicants proposing to implement a program or curriculum must also submit a thorough description of the proposed program or curriculum.

If at all possible, all application materials should be received by June 1 for projects beginning no sooner than the following fall, and by October 31 for those beginning in the spring. Applications received outside of this window may be reviewed as time allows.

Action research projects. Students conducting action research projects may fall under either the *class* or the *individual* research categories above. If two or more students are conducting action research in BSD7 as part of a class assignment, you may use the guidelines for class projects. Otherwise, you may use the submission deadlines of the class project, but will need to follow the remaining guidelines for individual research projects.

University or College Faculty and Staff Research

Research Projects

Faculty and staff of colleges and universities may submit proposals to conduct research within BSD7. If at all possible, application materials should be received by June 1 for projects beginning no sooner than the following fall semester, and by October 31 for spring semester projects. Applications received outside of this window will be reviewed as time allows.

All proposals require a detailed description of the research design and/or logic model; details regarding any data request for school records; survey instruments, interview protocols, and other data collection instruments; consent and assent forms; and media release forms. Applicants proposing to implement a program or curriculum must also submit a thorough description of the proposed program or curriculum.

Grant Partnerships

Applicants proposing a partnership with BSD7 on a grant that will require a letter of support from BSD7 go through the same process. Once the application has been approved, a letter of support is drafted and routed for a signature from the superintendent or deputy superintendent.

We understand that sometimes grant deadlines do not fit nicely within a pre-determined time frame. We will do our best to work with applicants on RFPs that are announced outside of the application submission window. Please be mindful of grant submission deadlines and get the process started early.

Research Institutions and Agencies

Research Projects and Program Evaluations

Staff of research institutes or agencies may submit proposals to conduct research or evaluate a program within BSD7. If possible, all application materials should be received by June 1 for projects beginning no sooner than the following fall semester, and by October 31 for spring semester projects. Applications received outside of this window may be reviewed as time allows.

All proposals require a detailed description of the research design and/or logic model; details regarding any data request for school records; survey instruments, interview protocols, and other data collection instruments; consent and assent forms; media release forms, etc. Applicants proposing to implement a program or curriculum must also submit a thorough description of the proposed program or curriculum.

Grant Partnerships

Applicants proposing a partnership with BSD7 on a grant that will require a letter of support from BSD7 go through the same process. Once the application has been approved, a letter of support is drafted and routed for a signature from the superintendent.

We understand that sometimes grant deadlines do not fit nicely within a pre-determined time frame. We will do our best to work with applicants on RFPs that are announced outside of the application submission window. Please be mindful of grant submission deadlines and get the process started early.

Service Providers and their Contracted Evaluators

Research Projects and Program Evaluations

Those who provide services to BSD7 students, and their contracted evaluators, may submit proposals to evaluate their services within BSD7. If possible, all application materials should be received by June 1 for projects beginning no sooner than the following fall semester, and by October 31 for spring semester projects. Applications received outside of this window may be reviewed as time allows.

All proposals require a detailed description of the research design and/or logic model; details regarding any data request for school records; survey instruments, interview protocols, and other data collection instruments; consent and assent forms; media release forms, etc. Applicants proposing to implement a new program or curriculum must also submit a thorough description of the proposed program or curriculum.

Grant Partnerships

Applicants proposing a partnership with BSD7 on a grant that will require a letter of support from BSD7 go through the same process. Once the application has been approved, a letter of support is drafted and routed for a signature from the superintendent.

We understand that sometimes grant deadlines do not fit nicely within a pre-determined time frame. We will do our best to work with applicants on RFPs that are announced outside of the application submission window. Please be mindful of grant submission deadlines and get the process started early.