If you are requesting access and/or the release of information on individually identified students:

- You must include a letter of approval for research with human participants (human subjects) from your institution's internal review board (IRB) for research with human subjects.
    - **If project has not yet received IRB approval from your Institution**, please include a letter of sponsorship from the faculty advisor. This letter should have your faculty advisor's contact information
- You must complete a Memorandum of Understanding (MOU)
- You must also obtain active parental consent before you collect or obtain access to individually identifiable data. Please submit consent/assent forms with your research application for review.

Once You Have Received FUSD IRB Committee Approval

Note that once research approval is granted, there can be no changes in research procedures, protocols, or instruments without prior written approval from FUSD IRB Committee.

- Before starting any research activity, the principal researcher must submit a copy of their research approval letter from FUSD IRB to all participating school sites' administrators.
- If the research involves contact with students, Signed Consent Forms for Release of Pupil Information and/or Participation in Research and signed Student Assent Forms must be filed at the school site with the principal or his/her designated representative **at least two weeks** prior to collecting data for each student.
- Researchers' data requests, once approved, will be fulfilled by the *Department of Analysis, Measurement, and Accountability* personnel, and provided with a timeline determined by the Department.

D. Additional Documents required

Appendices, Informed Consent Form Sample(s), Measurement Sample(s), and Human Subject Protection/IRB Certification

Please also email Ricky Vang the following documents:

- **Advisor Letter:** Please include a letter from graduate student's advisor stating that the advisor has read the proposal and approves it (if applicable).
  *Not required field.
- **Informed Consent Form Sample(s):** Provide the sample(s) of consent forms
- **Measurement Sample(s):** Provide the samples of any surveys, interviews, focus group guidelines, etc. that you intend to use.
- **Human Subject Protection / IRB Certification** Applicants are required to provide evidence that (1) the proposed study has been reviewed and approved for human subject protection purposes by another institution such as a university Institutional Review Board (IRB) or that (2) all members of the research team have satisfactorily completed the National Institute of Health (NIH) or the Collaborative Institutional Training Initiative (CITI) tutorial on human subjects' protection. Information on the NIH tutorial is available at: http://phrp.nihtraining.com/users/login.php . Information on the CITI tutorial is available at: https://about.citiprogram.org/series/human-subjects-research-hsr/

Institutional IRB Required Documents

Before research can begin, the principal researcher must provide the following to the FUSD IRB Committee:

- The principal researcher must submit a copy of the institutional IRB submission along with the FUSD proposal and provide the FUSD IRB Committee with a copy of the institutional IRB approval letter before beginning research.
- In the case of research exempt from IRB review, the proposal must include documentation from the institution clearly delineating reasons for such an exemption.
- In the case of research not affiliated with any institution subject to IRB requirements, the proposal must include persuasive evidence that the researcher has carefully considered the potential risk to human subjects, especially students and families, and has ensured the appropriate protections in the research design.

E. Affidavit Agreement

We require that all researchers sign an Affidavit Agreement. This agreement establishes that your research activities within Fresno Unified School District are in compliance with existing legal and ethical codes. It further establishes that the research you perform will not differ significantly from the research proposed, and that you are to provide the IRB Committee with an executive summary of your findings. Violation of this statement of agreement will be considered a breach of contract.

Legal and Ethical Considerations

A. Legal Protections

As a school district, we must require that all research within the District adhere to federal regulations regarding family and pupil rights, privacy, and protection. In addition, we must require that all research within the district adhere to federal guidelines regarding the protection of human subjects. Although we rely to an extent on approval from your organization's IRB to ensure you have taken all necessary steps to protect human subjects involved in your research, our own guidelines may go above and beyond those of your IRB. Therefore, each researcher should become familiar with these guidelines before submitting a proposal to our committee.

Federal Policy for the Protection of Human Subjects (34 CFR Part 97) This policy is found in the regulations of various departments, but the Department of Education version differs slightly from the DHHS version often cited by researchers and institutions. It can be found at http://www.ed.gov/policy/fund/reg/humansub/part97.html

One subsection in particular should be noted, Additional ED Protections for Children Involved as Subjects in Research:http://www.ed.gov/print/policy/fund/reg/humansub/part97-3.html

Note that research involving “normal educational practices” is exempt from IRB review under 34 CFR Part 97.101(b)(1). However, 34 CFR Part 97.101(b)(2) makes it clear that survey and interview procedures are not included in the definition of normal educational practices. For such procedures, what is required for exemption from IRB review is that information be recorded in a such a manner that human subjects cannot be identified, and that any disclosure outside of the research cannot reasonably be damaging to the subjects’ financial standing, employability, or reputation.

Because of the special relationship that schools have with students and their families, the Family Educational Rights and Privacy Act (FERPA: 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA: 34 CFR Part 98) impose stricter requirements on the District than those imposed on researchers by IRB review or its exemption. These rules may be found at

PDF:
http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf

HTML:
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Before research may begin in FUSD, one of the following must be submitted to the FUSD IRB Committee:

- The researcher must submit a copy of the IRB submission along with the FUSD proposal and provide the FUSD IRB Committee with a copy of the institutional IRB approval letter before beginning research.
- In the case of research exempt from IRB review, the proposal must include documentation from the institution clearly delineating reasons for such an exemption.
- In the case of research not affiliated with any institution subject to IRB requirements, the proposal must include persuasive evidence that the researcher has carefully considered the potential risk to human subjects, especially students and families, and has ensured the appropriate protections in the research design.

B. Ethical Principles

We expect researchers to abide by the code of ethics for their respective disciplines. As a general guideline, we offer the following principles. These principles have been adapted from the American Psychological Association's (1992) Ethical Principles of Psychologists and Code of Conduct. The entire code is available at http://www.apa.org/ethics/code.html.

Familiarity with Ethics Code. Researchers have an obligation to be familiar with applicable ethics codes and their application to research. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

Compliance with Law and Standards. Researchers plan and conduct research in a manner consistent with federal and state law and regulations, as well as professional standards governing the conduct of research, and particularly those standards governing research with human participants.

Informed Consent to Research. Researchers use language that is reasonably understandable to research participants in obtaining their appropriate informed consent (except when consent is waivable). Such informed consent is appropriately documented. For persons who are legally incapable of giving informed consent, researchers nevertheless (1) provide an appropriate explanation, (2) obtain the participant's assent, and (3) obtain appropriate permission from a legally authorized person, if such substitute consent is permitted by law.

Minimizing Intrusions on Privacy. In order to minimize intrusions on privacy, researchers include in written and oral reports, consultations, and the like, only information germane to the purpose for which the communication is made. Researchers discuss confidential information obtained in schools, or evaluative data concerning students, teachers, and other research participants, only for appropriate scientific or professional purposes and only with persons who are clearly concerned with such matters and have pledged to uphold confidentiality.