



1730 A

Responsibility, Definitions and Procedures for Research Approval

Regulation 1730 A

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I. PURPOSE

The purpose of this regulation is to

- A. designate the appropriate department to receive, review and approve requests for using Minneapolis Public Schools facilities, students, staff or data related to any of them for the purposes of research;
- B. provide definitions for terms used in this regulation and the policy it implements (Policy 1730); and
- C. establish the procedures for applying to conduct research in the Minneapolis Public Schools.

II. RESPONSIBILITY

- A. The superintendent designates the Research, Evaluation and Assessment Department (REA) as the coordinating department for all research requests.
- B. The Director of the Research, Evaluation and Assessment Department (REA) may promulgate rules and forms for the application for research in the Minneapolis Public Schools.
- C. The Director of the Research, Evaluation and Assessment Department (REA) may convene a district-wide review board to review and discuss selected requests for research, but is not required to submit all requests to a review board.
 1. The Director shall consider the following criteria of project scope and risk in determining whether or not the project request should be submitted to review by a district-wide review board:
 - (a) Scope of project (number of schools, areas, students, staff involved)
 - (b) Proposed medium of publication of research (film, television or general periodical);
 - (c) Sensitivity of topic, or level or controversy likely;
 - (d) Risk or cost to students, staff or district that goes beyond the district mission to teach and protect;
 - (e) Likelihood that the time and labor required may interfere with instructional time.
 - (f) Clarity of connection of project to the District's initiatives agenda, and the cost and benefit analysis of those projects not clearly within the District's improvement agenda.
 - (g) Quality of research design.



2. The Director of the REA Department shall assess each application to assure and guarantee the anonymity
 - (a) of individual children in any report of research results, absent proof of valid written informed consent granted by the student's parent or guardian.
 - (b) of any school absent proof of valid, written informed consent granted by the principal or site administrator of the school.
 - (c) of any individual school employee absent proof of valid, written informed consent granted by the subject.
 3. The Director of the Research, Evaluation and Assessment Department (REA) will determine whether or not a project is approved and provide the applicant with a written determination of approval or disapproval.
 4. The Director of REA shall make provision for the sharing of the research results with the appropriate school personnel and the board of directors.
 5. The Director of REA shall coordinate the district approval process with any Institutional Review Board (IRB) approval process required by the applicants organization.
- D. The conduct of research is not allowed to begin until a signed copy of the approval letter from Research, Evaluation and Testing Department has been provided.
- E. The formal letter of approval from the Director of REA shall be the proof of approval and serve as license for the applicant to conduct research in the Minneapolis Public School District.

III. DEFINITIONS

- A. "Administrator" shall mean a District level department Director, or Associate Superintendent.
- B. "Applicant" shall mean any person, agency, organization, school or governmental entity who wishes to conduct research in the Minneapolis Public School District.
- C. "Application" shall mean the written document and accompanying materials provided by the applicant in compliance with the REA Department rules controlling research requests.
- D. "Co-Sponsor" shall mean the Minneapolis Public School District administrator who joins with the applicant in the request for research. The role of the co-sponsor shall be:
 1. to attest that the requested research will contribute directly to the benefit of the Minneapolis Public Schools;



2. to assist with any necessary coordination during the course of the research, and
 3. to assist in assuring that the results of the study are shared with the appropriate school personnel.
- E. “Quality standards” shall mean any measurement rubric developed by the REA Department for the review of research project applications. Applicants shall have access to the standards prior to submission of their request. Standards may address:
1. the rights and welfare of the students and public school employees involved;
 2. the appropriateness of the methods used to secure informed consent;
 3. the balance of risks and potential benefits of the investigation;
 4. the appropriateness of the research design and methods, including the psychometric properties of the instruments as to validity and reliability; and how properties will be determined.
- F. “Research” shall mean the systematic and objective analysis and recording of controlled observations that may lead to the development of generalizations, principles, or theories resulting in prediction and possibly control of events. It includes, but is not limited to:
1. Direct observation of students or staff;
 2. Direct interview of students or staff;
 3. Focus groups of students, staff, or parents;
 4. Surveys of students, staff or parents;
 5. Review of collective or disaggregated data concerning students, staff or parents.

IV. PROCEDURES

- A. Application Procedures. The Research, Evaluation and Assessment Department (REA) shall publish the application procedure and any forms required for application for conducting research in the Minneapolis Public Schools.
- B. Deadlines. The REA Department may institute deadlines for submission of research applications, and shall publish such deadlines in the same manner as the application procedure.
- C. Forms. All applications shall be written and submitted in quintuplicate in the format established by the REA Department. The application may refer to attachments which may be in any form suitable for the purpose. Attachments must accompany the application and each copy supplied.
- D. Required permissions.
1. Research projects must have the written approval from a district co-sponsor and written approval from the principal or site administrator of each school in which the research will be conducted.
 2. Research projects to be conducted within a single classroom must obtain the written permission of the classroom teacher assigned to the class.



- E. Additional approval. If applicable, Minneapolis Public School approval of an application will be contingent upon any Institutional Review Board approval required by the applicant's organization or school.
- F. Required submissions. The following documents must accompany every application for review and approval:
1. All measurement instruments to be used in the project in final form.
 2. All informed consent requests in final form, if to be used in the project.
- G. Fees. The REA Department shall publish the amount of any fees allowed under this policy. All fees shall be paid, or satisfactory arrangements made for the payment of fees, prior to processing of the research application, or performance of any service by district employees. Fees may include:
1. A one-time per application processing and administrative fee.
 2. A charge for services performed by district personnel to provide data, on an hourly basis.
 3. A charge to cover the actual costs of reproduction of materials requested from the District.
- H. Disclosure of funding sources. All applications shall include the project budget and source of all project funds.
- I. Attribution. Any report, publication or presentation of results emanating from research conducted in the Minneapolis Public Schools shall acknowledge the contribution of the Minneapolis Public Schools, unless the District requests otherwise, or unless the District grants an exception to an applicant upon request, if failure to grant such a request would jeopardize future research projects or school programs.
- J. Reports. A copy of the final report of each project approved must be provided to the REA Department by the applicant. In the case of multi-year projects, annual progress summary reports are required to be submitted to the REA Department prior to the issue of the final report.

Cross References:

MPS Policy 1040 (Student and Staff Data Protection)

MPS Policy 1730 (Academic Research)