CONDUCTING RESEARCH IN THE WSU CHARTER ACADEMY

POLICY

The conduct of research at the WSU Charter Academy is encouraged for members of the University community. This policy is in place to ensure protection of the children, families, and staff of the WSU Charter Academy.

Prior to submitting an application to conduct research, you must read this document completely.

Research must be approved by the WSU Charter Academy Academic Excellence Committee. Research on human subjects requires IRB approval.

Research projects will be supported from any discipline across the University. Limitations of time, space, and child availability may necessitate a prioritizing of research projects. In the event that multiple researchers apply to conduct research at the same time, priority will be given to faculty in the Jerry and Vickie Moyes College of Education and to those projects closely aligned to the mission of the WSU Charter Academy.

The University has the right to post information about all approved research projects on the WSU Charter Academy website to keep the community informed about the research being conducted.

In addition to IRB approved procedures, the WSU Charter Academy requires:

• A maximum of 2 observers in the classroom is permitted at any one time.
• A maximum of 2 sessions of individual testing is permitted (not more than 30 minutes for each) for any single child to be taken out of the class during one week.
• A maximum of 8 hours is permitted for any child to participate in research during one semester which results in the student being removed from the classroom.
• Parents must be allowed to be present at any time researchers are interacting with their children.
• University practicum students may not be asked to assist a researcher unless prior arrangements have been made as part of the research protocol for a particular research project. Supervising teachers may be asked if momentary help is required. However, fulfilling classroom duties and protecting children is their main priority.
• If an administrator or other staff member, at any time, thinks what a researcher is doing will harm a child or does not conform to the IRB procedures or conform to the mission of the WSU Charter Academy, that individual will ask the researcher to leave classroom. The researcher should immediately report the incident to the Administrator and the Academic Excellence Committee of the WSU Charter Academy to resolve the issue as soon as possible.

________________________________________  _______________________
Researcher’s Signature                  Date
WSU Charter Academy
Application and Proposal for Conducting Research

We appreciate your interest in the Weber State University Charter Academy. By taking the time to complete this application and proposal you are helping us effectively coordinate information between staff, faculty, students, and parents who make up this community.

Step 1. Read the research policy (see p. 3 of this document).

Step 2. Get IRB approval (submit a digital copy with this application)

Step 3. Get background check (required if research involves going into the classroom or pulling children out of the classroom).

Step 4. Please complete Application and your Research Proposal (see below) to the Principal of the WSU Charter Academy and the Chair of the WSU Charter Academy Academic Excellence Committee. This application and proposal with the IRB approval must be submitted at least 2 weeks prior to the intended date of initiating data collection. Proposals should be less than 600 words.

Names of Principal and Co-Investigators:
Project Topic/Title:
Name of Applicant:
Contact Information
   Phone:
   Email:
Affiliation (Your Department and Program):

Proposal Abstract

Title:

Purpose of the research

• Give context for your research question(s): Why is this an important area to study?

Overall research question

• What do you want to find out?
• What specific questions or hypotheses will you test in order to answer the overall question (be explicit about what these are)?
• How will your research question advance that knowledge?
**Method**

- How will staff, children, parents, or University students be involved?
- How will WSU Charter Academy facilities/materials be used?
- What will you do to answer the overall research question?
- What data will you collect? How will you collect the data? What instruments or procedures will you use?
- How do you plan to analyze and interpret your data?

**Significance of the proposed research** (to the scientific community and society)

- Why are you excited about the proposed research, and why should the reader be as well?
- How does the proposed research relate to what has already been done in this area?

**Step 5.** Give the projected timeline for this research (semester, beginning and end dates). Please estimate how much time each day or week this project will require by those involved.

**Step 6.** After research is completed an Executive Summary must be submitted to the WSU Charter Academy Academic Excellence Committee. This approximately 600 word summary should be an overview of the findings from this research.

**Completion and submission of this online application and proposal acknowledges that I have read the Policy for Conducting Research at the WSU Charter Academy and that I will abide the requirements in this policy.**