Research Proposal Submission Checklist

All research conducted in Baltimore County Public Schools (BCPS) must be reviewed by the Institutional Review Board (IRB).

An initial screening of the proposal is conducted to ensure completeness. If the proposal is incomplete or unclear the researcher is notified by email of needed modifications or additional information.

Complete proposals are reviewed and discussed at the monthly BCPS IRB meeting. After the meeting the researcher will receive communication indicating whether the proposal is approved, not approved, or pending, requiring additional information or revisions.

It is strongly recommended to gather all information before beginning the proposal application. Please use this document as a checklist to ensure all necessary information is included in the submitted application.

Principal Investigator Information

☐ Provide researcher contact information, including mailing address, phone number, and non-BCPS email address.
☐ Indicate the name and office of any BCPS personnel with whom you have had contact regarding this research proposal.
☐ Provide the name of your affiliated institution.
☐ Specify the researcher’s role in BCPS or affiliated institution.

Basic Study Information

☐ Choose the type of request (Research Only, Data Only, or Research and Data).
☐ Indicate the proposal title.
☐ Choose the proposal topic (Safety, School Climate, Equity, Curriculum and Instruction, Leadership, Professional Development, Other).
☐ Describe the purpose and research questions of your project.
☐ Choose the basic research design (Quantitative, Qualitative, Mixed methods, Case study, Other).
☐ Identify and describe the participants (Students, Teachers, School-based administrators, Central office staff, School-based non-instructional staff, Parents/caregivers) and provide as much detail as possible regarding who you intend to recruit for your study. Make sure to indicate how many participants you anticipate including.
☐ Specify any schools, or subset of schools that will be a part of your study (e.g., Title I elementary schools, Central zone schools).
Timeline

☐ Research activities are not permitted during the month of September.
☐ Avoid BCPS testing windows (review testing calendar, if applicable).
☐ Download and complete the Research Activities Timeline template. Upload your completed template as part of your proposal. Include dates and specific activities for recruitment, consent form distribution and collection, and all data collection activities.

Participant Recruitment and Data Collection—Review Research and Participant Recruitment Guidance

☐ Describe, in detail, how each participant group will be invited to participate (e.g., flyers, posters, emails, other). Be prepared to answer questions in the proposal form regarding who, when, and how recruitment will occur.
☐ Explain how all participant data will be protected. Indicate where data will be kept and how participant confidentiality will be maintained.
☐ Provide examples of ALL recruitment materials (e.g., flyers, recruitment emails).
☐ Upload all consent/assent documents for potential participants; only active consent is permitted.
☐ Provide copies of all instruments that will be used to collect data from participants (e.g., surveys, interview questions, etc.).
☐ Ensure BCPS disclaimer (required by Policy and Rule #2361) appears on ALL materials.

Alignment to The Compass: Our Pathway to Excellence

☐ Indicate the specific Compass focus area(s) and key initiatives addressed in the proposed research.
☐ Describe how the proposed research aligns to the identified Compass focus area(s) and key initiatives.

Benefit to BCPS

☐ Describe how your study directly benefits BCPS.

Institutional Support

☐ Upload IRB approval letter from affiliated institution.
☐ If IRB approval is pending, upload a signed letter of support on official letterhead from your affiliated institution.

☐ Request to Release BCPS Data (if applicable)

☐ Only student data are available. Any requests for staff or other data are not permitted.
☐ Determine if data needed are publicly available. Please review the following:
  ☐ Maryland Report Card website
Certain data are not available and cannot be provided:
  - Third-party vendor data associated with a program and/or intervention
  - Unit or course assessment data collected locally (classroom or school-level)

Describe the purpose of the data you are requesting.

Provide a list of requested variables.

Indicate relevant school year(s) for which data are needed. No more than three consecutive school years of data will be provided.

Describe who will have access to the data.