

### **Research Proposal Instructions**

1. Read the *Research Proposal Procedures*. When you submit a proposal and receive approval, it is our understanding that you have read the *Research Proposal Procedures* document and that you will abide by the district's procedures and policies. The research request approval letter may contain further instructions which you must agree to follow in order to be in compliance with the district's policies.
2. Complete the *Research Proposal Application*.
3. If you are an Arlington ISD employee and your research is not sponsored by AISD, provide non-AISD contact information. All correspondence regarding your proposal should be sent through a non-AISD email address. In all correspondence, you must represent yourself as a researcher affiliated with the sponsoring institution rather than as an AISD employee.
4. Include any forms, questionnaires, tests, and/or surveys that you plan to administer to district personnel or students for data collection. If applicable, include an "informed consent" form, which should comply with the Code of Federal Regulations, Title 45, Part 46 (Protection of Human Subjects).
5. Obtain necessary signatures on the signature page.
6. Submit all documents to the Director of Research and Analysis. You may scan your document(s) and submit electronically to [nlopez3@aisd.net](mailto:nlopez3@aisd.net) or mail a paper copy of all the documents to Dr. Natalie Lopez, Department of Research and Accountability, Suite 200, 690 E. Lamar Blvd. Arlington, Texas 76011
7. Await notification of the status of the request, which will be made within a two week time period of the ARRC meeting, before conducting any research.
8. Upon completing the research, submit a report of the project to the Department of Research and Accountability via email to [nlopez3@aisd.net](mailto:nlopez3@aisd.net) which includes an abstract, introduction, methods, results, discussion, and conclusion of findings.