

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

EXTERNAL RESEARCHERS

Effective Date: February 28, 2002

Original Effective Date: June 15, 2001

Reference:

Purpose:

To establish requirements for external researchers who conduct research or produce research documents using data generated in the schools for the deaf and/or blind.

Target Group:

Agencies or persons interested in conducting research

Policy:

The Office of Education Services (OES) encourages and supports the efforts of outside persons or agencies who are interested in the process of producing and disseminating original research (either basic or applied), from data collected within our school settings. In order for this process to protect the rights of the children and follow state and federal guidelines, the division has established three major requirements.

1. Internal Review Board (Office of Education Services Research Review Committee):

OES will maintain an Internal Review Board to review and discuss all research proposals submitted for consideration. The purpose of the committee is to assure that student's rights are protected, and that appropriate research methods and procedures are employed. All research procedures must be consistent with federal and state guidelines and requirements regarding child subjects in research projects. (For reference please see Federal Register, Department of Health and Human Services, Children Involved as Subjects in Research (March 1983). The Research Review Committee will meet to review and discuss all proposals. Minutes will be kept of all meetings and will be available for review. The research committee will make recommendations to the Superintendent of the Division regarding the approval of projects.

2. Abstracts of Research Proposals:

Any persons considering a research project must submit an abstract of their research proposal to the OES Research Review Committee. The following information must be included:

- Principal Investigator's Name
- Position
- Sponsoring Agency or Institution
- Research question(s)

- Description of subjects needed (include number, ages, disability and other significant characteristics)
- Steps to assure human subjects rights and confidentiality
- Outline of procedures, methodology, (e.g. equipment or instruments to be used, length of time needed with students)
- Timeline
- Possible disruption to student schedule

3. Reporting progress and Publication of Research Results:

Once projects are approved, the primary research investigator will provide quarterly reports to the Office of Education Services Superintendent and the Education Research Review Committee.

At the completion of the project the investigator must submit a final written report. In addition, any manuscripts submitted and/or accepted for publication, which include the data collected from this project, must include: an acknowledgement of those involved in the project, an acknowledgement of any support and/or cooperation received from the Office of Education Services. For specifics, consult the Publication Manual of the American Psychological Association.

A copy of all completed research reports and/or articles intended for publication is required.