

Permission to Conduct External Research in Moore County Schools

The MCS Internal Review Board (IRB) meets as needed to review requests for conducting research in Moore County Schools. Only completed requests will be considered.

Preparing a Request

Requests for permission to conduct external research must be sent electronically to the Director of Planning, Accountability & Research, Kate Faw (kfaw@ncmcs.org).

The following documents and attachments must accompany the request:

- 1) **Proposal cover letter** addressed to the Superintendent of Moore County Schools
 - If research is a Moore County School's Employee, please note this in the cover letter

- 2) **A written outline** that includes the following components:
 - Title of the Study
 - Name, position, title, address, telephone number, and institution or organization represented for each researcher
 - For graduate dissertation/thesis, include the name and contact information of student's major advisor
 - Purpose of research (e.g., graduate dissertation/thesis, individual research, class project, publication, other)
 - Synopsis of research
 - Theoretical basis of study including research questions and hypotheses
 - Type of research (e.g. qualitative, quantitative, experimental, or quasi-experimental)
 - Sampling design and rationale, including number and type of schools, names of schools, number and types of students or staff or names of departments and type of staff
 - Project timeline including beginning and ending dates and the amount of time required for each of the proposed research activities to be conducted within the district
 - Relevance of research to Moore County Schools including:
 - Reasons for conducting research in Moore County Schools
 - Benefits to the district and relevance of project to the district's stated mission and goals
 - Subsequent use of results
 - Methodological Procedures including:
 - Instruments with source/publisher along with reliability and validity information
 - Assurance that instruments will be administered in the participants' cognitive academic language
 - Data collection procedures, persons who will be collecting the data, time frame for collecting
 - Data need for district archival data
 - Methods for maintaining confidentiality
 - Data analysis procedures for each research question
 - Procedures for storing data during the study and handling data after the completion of the study

- Assurance that Moore County Schools is not named in the final reports or subsequent presentations
 - Informed Consent Procedures for obtaining written consent including written consent forms for speakers of languages other than English
 - Target date for submission of final report to the district
- 3) **Required additional attachments** including the following:
- a) Copies of instruments and their source/publisher in all languages required
 - b) Copies of informed consent forms in all languages required
 - c) Approved Human Subjects application from institution represented
 - d) Approved thesis/dissertation proposal from institution represented, if pertinent

If you have any questions regarding this process or the status of your request, please contact:

Kate Faw
Director of Planning, Accountability, and Research
Moore County Schools
P.O. Box 1180
Carthage, NC 28327
kfaw@ncmcs.org
(910) 947-2342 ext. 200294