



# Proposal to Conduct Research

All requests to conduct research and collect data from Step Up For Students for studies by not-for-profit/for-profit organizations, local/federal/state agencies, graduate students, think tanks, universities, or other researchers must be submitted through a Proposal to Conduct Research (PCR). Proposals should include the following information about your research study:

- I. Study Title
- II. Name(s) of Primary Researchers (include title, institutional affiliation, and contact information)
- III. Study Timeline
- IV. Goals/ Purpose/ Overview
  - a. A statement of the research questions and objectives and
  - b. A description of the implications of the research.
  - c. A statement of the risks and benefits of the study.
- V. Methods
  - a. A research methodology that fully describes the subjects and details the instruments and procedures in collecting the study's data.
  - b. Participants (Describe sampling procedures, sample size, participant characteristics, and how participants will be recruited.)
  - c. Data Collection Procedures (Describe where and how data will be collected including what participants will be expected to do.)
  - d. Data Analysis Procedures (Provide explanation of statistical design.)
  - e. Data Handling Procedures (Describe how confidentiality will be maintained, where data will be stored, who will have access to it, and how it will be secured.)
- VI. Appendices
  - a. Consent/assent letters for the study's participants including school administrators, teachers, other school staff, students, and parents.
  - b. All surveys\*, questionnaires\*, and protocols for interviews\*, focus groups and observations, along with any technical data describing validity and reliability of the instruments.
  - c. IRB Approval Letter\*\* or documentation of IRB submission currently under review

*\*If using any instruments or scales, you must demonstrate that you have permission to use the instrument. For each instrument or scale listed, provide a copy of your permission to use the instrument or indicate if the instrument is in the public domain. If you purchased the instrument or scale, provide proof of purchase.*

*\*\* Class projects conducted for educational purposes only do not require IRB approval. Class instructor and department are responsible for providing the necessary training in respecting the privacy of the individuals and the confidentiality of any resulting information, along with training in the relevant professional ethics. Students must submit documentation of instructor supervision.*

Please email proposals and/or any additional questions to Dava Hankerson Fedrick at [dfedrick@sufs.org](mailto:dfedrick@sufs.org).

