

**PORTSMOUTH CITY PUBLIC SCHOOLS**  
**APPLICATION FORM FOR AN EXTERNAL RESEARCH STUDY**

**I.**

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Name of Applicant \_\_\_\_\_

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|--------------------|-----------|------------------|
| Home Address _____ | Zip _____ | Home Phone _____ |
| Work Address _____ | Zip _____ | Work Phone _____ |
| Affiliation _____  |           | FAX Number _____ |

*(Complete each of the sections below. You may wish to reference and attach a copy of your thesis/dissertation prospectus).*

**II. PURPOSE FOR THIS STUDY IN PORTSMOUTH CITY PUBLIC SCHOOLS**

A. Title of Project \_\_\_\_\_

B. Why are you conducting this study? (e.g. graduate courses, dissertation – if dissertation or thesis, please not the university’s name and phone number of committee members.)

C. Why do you wish to conduct this study in the Portsmouth City Public Schools?

**III. DESCRIPTION OF THE METHODOLOGY YOU INTEND TO USE**

A. Describe the subjects (including grade, number and special characteristics), instrumentation design, procedure and research questions. If you are interested in conducting a survey, please include a copy of the survey instrument with your application information.

(continued)

B. Type of Population

| <u>Group</u>     | <u>Number Needed</u> | <u>Time (in minutes) Required for each person to complete tasks</u> |
|------------------|----------------------|---|
| Students         | _____                | _____   |
| Teachers         | _____                | _____   |
| Principals       | _____                | _____   |
| Others (specify) | _____                | _____   |

**IV. DESCRIPTION OF HOW YOU INTEND TO ANALYZE YOUR DATA**

Describe statistical technique(s), which will be used to analyze the data. Please specify the degree to which anonymity will be maintained.

**V. APPROXIMATE TIME SCHEDULE**

List major activities or phases of your proposed research study. Include an expected completion date for each phase of the study along with recommended timeline for data collection.

**VI. RESOURCE CONSIDERATIONS**

Include information on projected resources required by the Portsmouth City Public Schools. Please note: the Portsmouth City Public Schools is not responsible for meeting budgetary requirements of external studies and may ask for expenses incurred as a participant in this external study.

**VII. ATTACHMENTS** (Please provide the following, if applicable)

- A. A copy of your research plan (e.g. prospectus). This plan should include a detailed description of the purpose, a review of literature, research design, timeline, and analyses to be conducted.
- B. A copy of the data collection instruments(s) you plan to use (surveys, tests, questionnaires) along with cover letters.
- C. Complete Researcher's Promissory Form (GCQB-F-2).
- D. If thesis or dissertation, copy of completed Human Subjects Form from the university.