

Sponsor Responsibilities and Commitment

Responses to this form will be shared with the review committee and applicant, upon request.

Research Application Information

Name of Lead Researcher

Study Title

Potential Sponsor Information

Name

Position/Title

Department/School/Office

Statement of FCPS Conditions for Participating in External Research

Fairfax County Public Schools is committed to protecting the time of its students and staff to optimize instructional time. Therefore, the division intends to participate solely in research conducted by external persons (non-employees or employees conducting research not required by their jobs) that is of sufficient interest and quality to balance the demands such participation places on students and staff. External research studies should promote the division's values, strategic direction, and specific needs of its students and staff. The division restricts participation in research to that which is conducted by experienced and professional researchers; is safe, ethical, and legal; and offers potential benefits that outweigh the demands of data collection efforts.

All research proposed by external persons (non-employees or employees conducting research not required by their jobs) for approval in FCPS requires a sponsor. The sponsor has certain responsibilities before, during, and after a study is approved. The text below describes these responsibilities.

Sponsor Responsibilities

Prior to Application Submission

- Work with the researcher to ensure the application reflects a study worthy of FCPS' involvement (i.e., relevant, well-conceptualized, well-timed, lowest possible demand, etc.).
- Provide a justification for why the study should be considered a sufficiently high priority to expend FCPS resources in support of the pursuit.
- Provide written documentation that you have reviewed the research application prior to submission and are willing to serve as the sponsor for the project, including upholding all the commitments listed (i.e., complete this form).

During Application Review

- Remain aware of the application's status.
- Work with the researcher to identify participating schools, if any, and timelines (i.e., specific weeks) for data collection (when notified by the Research Screening Committee that this needs to be done).

After Approval (for approved studies only)

- Serve as contact person for internal communications to and from participating schools and individual participants, including answering questions about the study as they arise.
- Address internal questions from staff about the progress of the study, upon request.
- Brainstorm with researcher solutions to logistical issues that threaten the timely completion of the study in FCPS.
- Establish scheduled check points with the researcher to monitor compliance with the research agreement, including data collection only during approved periods.
- Review written products that result from the study and determine the best use to benefit FCPS.

By signing below, you certify that after reading FCPS' statement of conditions for participating in external research and the sponsor responsibilities listed above, you agree to sponsor this study and to uphold all sponsor responsibilities in relation to it, including completion of the information on the second page of this form.

Date:

By signing below, you certify that after reading FCPS' statement of conditions for participating in external research and the sponsor responsibilities listed above, you do not agree to sponsor this study.

Date:

Sponsor Information for External Request to Conduct Research in FCPS

Your comments below will be shared with the review committee and the applicant, upon request.

Use of FCPS Resources

Is this study worth the investment of participants' (or other involved FCPS staff) time?

- Yes No

Describe the criteria you used to make your determination.

[Empty text box for criteria]

Alignment with FCPS Priorities

How would you rate the relevance of this study to your responsibilities or areas of authority?

- Insufficient Moderate High Extremely High

Please explain the relevance of the research to your responsibilities or areas of authority.

[Empty text box for relevance explanation]

Which Strategic Plan goals does the research strongly support? (Check all that apply.)

- Student Success Caring Culture Premier Workforce Resource Stewardship None Other (describe)

Describe how the research strongly supports each of the Strategic Plan goals or other areas you checked.

[Empty text box for goal support]

[Empty text box for other areas]

How do you anticipate using the methodology, instruments, or findings? (Check all that apply.)

- Program Improvement Staff Development Instructional Improvement Funding allocation decisions

Other (Describe below.)

[Empty text box for other uses]

Concerns

Are there any educational impact concerns that stakeholders or you would have that should outweigh the benefits of this study, in your opinion?

- Yes No

If you are aware of concerns, please explain

[Empty text box for educational concerns]

Are there any legal, ethical, or social concerns that stakeholders or you would have that should outweigh the benefits of this study, in your opinion?

- Yes No

If you are aware of concerns, please explain

[Empty text box for legal/ethical/social concerns]