

Research Request Proposal

Florida Virtual School's (FLVS) Research Committee reviews each proposal in detail using the research rubric provided. Proposals are considered for acceptance based on the clarity of the proposal, agreement to the terms and conditions outlined below, completion of a Non-Disclosure Agreement, and ability of FLVS to provide the necessary data and/or resources needed to complete the project. Due to privacy and confidentiality issues, research requests that include face-to-face contact or video-recording will most likely be denied.

Please answer the following questions completely and thoroughly; if a proposal is partially completed, questions are not answered, or survey/interview questions are not provided, your proposal will be returned for revision prior to review by the FLVS Research Committee. You may be asked to provide further details about your project prior to and after the Research Committee Meeting before a final decision can be made.

1. Date
2. Name
3. Telephone Number
4. Email Address
5. Title of Research Project
6. University/College Affiliation
7. Company/Organization Affiliation
8. Name and Title of Dissertation Chairperson
9. Telephone Number of Dissertation Chairperson
10. Email Address of Dissertation Chairperson
11. Are you a current or former employee of Florida Virtual School?
 - a. If you are a current employee, what is your position?
 - b. If you are a former employee, did you leave FLVS in good standing?
12. What is the overall purpose of your study?
13. Who is the intended audience of your research?
14. What are your intentions for publication of your findings?
15. What are your intentions for presentation of your findings?
16. When is your desired start date?
17. When is your desired completion date?
18. List your research questions.
19. List your hypotheses.
20. What do you intend to measure?
21. Explain your research design.
22. Explain your intended method of data analysis.
23. How many participants do you anticipate are necessary to complete your research project?
24. What are the risks in this study for the participants?
25. Are there any monetary or other compensation or inducements for taking part in this study?
26. What are the financial costs to FLVS or participants to take part in the study?
27. What are participant's rights if they take part in the study?
28. What will be done to assure the confidentiality of participants?
29. Do you intend to use audio recordings?

30. If you intend to use audio recordings, please answer the following questions:
 - a. Where will the information be stored during the study?
 - b. Who will review audio recordings besides the researcher?
 - c. Who will have access to the recordings?
 - d. When will the recordings be destroyed?
31. What is the significance of your research to the field of literature regarding this topic?
32. What are the anticipated benefits and significance of this research to FLVS?
33. Attach a copy of your literature review.
34. Attach a copy of your dissertation proposal/prospectus.
35. Attach a copy of your reference/bibliography page.
36. Attach a copy of your survey instrument(s) or list the survey questions you intend to ask participants.
37. Attach a copy of your interview questions or list the interview questions you intend to ask participants.
38. Attach a copy of your IRB approval.
39. Remember to have this form notarized before submission.

Submitting a research proposal to FLVS indicates that you agree to the following statements, will adhere to the guidelines accordingly, and you understand that failure to comply may result in withdrawal of your research approval. Please use this list as a checklist for completing proposal and research requirements.

1. I understand that throughout the duration of my project, I will update the Research and Evaluation Administrator through email, phone calls, or survey responses as to the progress and status of my project **at least monthly**. (Please set dates for these communications with the Administrator once research approval is granted.)
2. I understand that **all** data collected and/or provided to me must remain confidential and/or anonymous before, during, and after the research is completed.
3. I understand it is not permitted to contact FLVS personnel directly and that I must contact the FLVS Research and Evaluation Administrator for all data, interview, or other research needs from FLVS.
4. I understand that FLVS will review my research findings **at least two weeks** prior to dissertation or prospectus defense, publication, presentation, and/or all correspondence regarding this research project.
5. I understand that FLVS reserves the right to remove its name from my research findings prior to dissertation or prospectus defense, publication, presentation, and/or all correspondence regarding this research project.
6. Any data or information gathered for this research project will be used solely for the project outlined above; I understand that additional research projects using the data and/or information will need to be approved in advance by the FLVS Research Committee.
7. I understand that I will have 18 months from the date of approval to complete this research project; if additional time is needed, I will need to submit a request to the FLVS Research Committee for an extension with an explanation as to why an extension is needed and the new anticipated completion date.
8. I understand that FLVS may post a minimum of the abstract of my manuscript, and possibly the entire manuscript, on the research website at the following address: <http://www.flvs.net/educators/Pages/ResearchOpportunities.aspx>
9. I understand that I will be asked to complete fingerprinting and a background check prior to the release of data and/or access to faculty/staff or students. (Fingerprinting can be done at our contracted provider with locations nationwide at a cost to the researcher.)
10. I understand that I need to have my completed research request proposal notarized for consideration. The notary can be completed on the final page of this document.
11. I understand that I will need to complete a Non-Disclosure Agreement prior to dissemination of data and/or information.
12. I understand that I must submit IRB approval prior to dissemination of data and/or information.



Rubric – Research Request Proposals Florida Virtual School Research Committee

Researcher’s Name: _____

Reviewer’s Name: _____

Date: _____

The FLVS Research Committee will be assessing your proposal using the following rubric:

Area	Ranking (1-5)	Comments
IRB approval is provided.	Yes/No (If no, the committee will not review the proposal.)	
The overall purpose of the study is clear.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
The intended audience is identified.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
The timeline of the project is clear and feasible.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
The research questions are relevant and clear, in general and as they are associated with FLVS.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
FLVS is able to provide the data requested.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
The financial costs (including human resources) to FLVS are minimal.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
Issues of confidentiality are sufficiently addressed, providing specific information about how data will be secured.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
The literature review and/or dissertation prospectus demonstrates a need for the research to be conducted using FLVS students/employee data.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
The survey/interview questions were included, support the research, and indicate a clear relationship with FLVS. (enter "5" if this is N/A to the study).	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
The perceived benefits from the research to FLVS are clear and appreciable.	1-Strongly Disagree 2-Disagree 3-Undecided 4-Agree 5-Strongly Agree	
Total Score		

Proposal denial: < 22 and/or FLVS is unable to meet study criteria; **Proposal denial without major revisions:** < 33;

Proposal acceptance with minor revisions: 33-44; **Proposal acceptance:** 44+



Please have your completed Research Request Proposal notarized below.

I, _____ being duly sworn, have carefully read this application in its entirety and certify the information herein is true or true to the best of my knowledge and belief. I fully understand failure to make a truthful disclosure of any fact or item of information required may result in the denial of my application, revocation of my Board Certification if granted, or disciplinary action by Florida Virtual School.

STATE OF _____)

Signature of Applicant

COUNTY OF _____)

The forgoing instrument was sworn to and subscribed before me this _____ day of _____, 20____, by _____, who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC:

Sign _____

(Seal)

Print _____