

**School District of Lancaster Research & Data Request Rubric**

**Title of Request:**

**Category of Request:**

**Connection to District:**

**Reviewer:**

<b><u>Required Materials</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>
Name and Contact			
Title of Study			
Proposed Start and End Dates			
Letter of IRB approval or exemption*			
Background Clearances#			
Recruitment method and materials#			
Consent forms#			
Interview/Focus Group/Observation protocols#			
Survey/assessment#			

\*: Only applicable for applicants conducting Human Subjects Research

#: Only if applicable to Human Subjects Research design

*Review the application and score the following components on a scale of 1 to 4.*

	<b><u>Strongly Agree</u></b> <b><u>(4 points)</u></b>	<b><u>Agree</u></b> <b><u>(3 points)</u></b>	<b><u>Disagree</u></b> <b><u>(2 points)</u></b>	<b><u>Strongly Disagree</u></b> <b><u>(1 point)</u></b>	<b><u>N/A</u></b>
The application has a clear and secure plan to ensure the confidentiality of participants and data.					
The research or data request clearly aligns with SDoL's Theory of Action priorities.					

The research methodology is logical and research supported.					
The proposed research activities represent a limited disruption to instructional time.					
Informed consent forms clearly communicate participants' rights and options.					
Survey instruments are clear and research-based.					
Data requested does not create issues with potential student identification.					
The administrative data request represents a minimal time commitment to fulfill.					

**Total Score:** \_\_\_\_\_ out of \_\_\_\_\_

**Reviewer Feedback:**