



# Research Proposal Checklist

Division of Research, Accountability, and Assessment/Data Warehouse

## Baltimore County Public Schools Institutional Review Board Research Proposal Submission Checklist

All research conducted in Baltimore County Public Schools (BCPS) must be reviewed by the Institutional Review Board (IRB).

Once a proposal is submitted, an initial review is conducted to ensure completeness and clarify initial questions. After the completion of this review, proposals will be reviewed by the full IRB at monthly meetings.

It is strongly recommended that all information be gathered before beginning the application. Please use this document as a checklist to ensure all necessary information is included in the submitted application.

### I. Principal Investigator Information

- Name
- Organizational Affiliation
- Title (e.g., Associate Professor, BCPS English Teacher, etc.)
- Mailing Address
- Phone Number and Email Address

### II. Basic Study Information

- Proposal Title
- Type of Request (Research Only, Data Only, or Research and Data)
- Proposal Summary
- Research Questions
- Timelines (review [testing calendar](#) to avoid conflicts, if applicable)

You must download and complete the [Research Activities Timeline](#) template. You will need to upload your completed template as part of your proposal.

- Proposed start and end dates of research
- Participant recruitment windows and
- Data collection activities

### III. Targeted Populations

- Indicate any specific schools, levels, subject areas from which participants will be recruited.
- Indicate the specific BCPS-affiliated groups (e.g., students, teachers, parents, central office staff) from which you will be recruiting participants.

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## Proposal Checklist

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### IV. Participant Recruitment—Review [Research Participant Recruitment Guidance](#)

- Describe, in detail, how potential participants will be identified, contacted, and recruited.
- Provide consent/assent documents for potential participants; only active consent is permitted.
- Provide examples of ALL recruitment/study information materials.
- Ensure BCPS disclaimer (required by [Policy and Rule #2361](#)) appears on ALL materials.

### V. Data Collection

- Describe the data you plan to collect (e.g., assessment, attendance, self-report data) and how you plan to collect it (e.g., surveys, assessments, interviews/focus groups).
- Provide copies of all instruments that will be used to collect data from participants.
- Explain how all participant data will be protected. Indicate where data will be kept and how participant confidentiality will be maintained.
- Describe how results of research will be disseminated and the intended audience for the findings.

### VI. Alignment to Blueprint 2.0

- Indicate the specific [Blueprint 2.0](#) indicators addressed in the proposed research
- Describe how proposed research aligns to the identified Blueprint 2.0 indicators

### VII. Institutional Support

- Provide IRB approval document from sponsoring institution.
- If IRB approval is pending, PI must provide a letter of institutional support. This letter must be on official letterhead and be signed by a university advisor or supporting agency.

### VIII. Request to Release BCPS Data (if applicable)

- Only student data is available. Any requests for staff or other data is not permitted.
- Determine if data needed is publicly available.
  - Certain data are available on the [Maryland Report Card website](#):
    - County and school level data
    - Large compressed files in the Data Downloads section
  - Certain data are not available and cannot be provided:
    - Third-party vendor data associated with a program and/or intervention
    - Unit or course assessment data collected locally (classroom or school-level)
- Provide a list of requested variables.
- Indicate relevant school year(s) for which data is needed. No more than three consecutive school years of data will be provided.