

Baltimore County Public Schools Institutional Review Board Proposal Submission Guidance

All research conducted in Baltimore County Public Schools (BCPS) must be reviewed by the Institutional Review Board (IRB). Research proposals must be submitted for review through the online form. Only completed proposals submitted to the IRB will be reviewed at the IRB's monthly meeting.

The sections below provide a description of the information that must be included in the proposal application. It is strongly recommended that all information be gathered before beginning the submission form.

I. Researcher Contact Information

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

II. Basic Study Information

- Proposal Title
- Type of Request (Research Only, Data Only, or Research and Data)
- Proposal Abstract (must be no more than 300 words or 1,800 characters)
- Research Questions
- Timelines—review [testing calendar](#) to avoid conflicts (proposed start and end dates of research)

III. Targeted Populations

- Indicate any specific schools, levels, subject areas from which participants will be recruited.
- Indicate the specific BCPS-affiliated groups from which you will be recruiting participants.

IV. Participant Recruitment

- Indicate how potential participants will be identified, contacted, and recruited.
 - BCPS employees may not leverage their position to recruit participants.
 - Only publicly available contact information may be used to recruit.
- 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 research materials.

V. Data Collection

- Describe the types and method of data to be collected or obtained from participants (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 from 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 only available through the BCPS data warehouse.
- 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.