



## PTHS D209 Research Request Approval

### Information required

- Institution and Course/Program
- Instructor name and contact information
- Length of the study
- Number of participants
- How participants will be selected
  - Cannot be staff members' own students because of conflict of interest and possible pressure on students
- Method to inform participants and obtain consent
  - Provide copies of the consent forms.
- IRRB approval (if appropriate)
- Provide copies of any surveys, interview questions, etc.

### Approval criteria

- Required information is completed.
- Does not harm participants.
- Protects participants' privacy.
- Seeks an accurate and fair representation of PTHS schools, teachers, students, administrators, and staff.

### Process

1. District approval from Director of Curriculum, Assessment and Program Evaluation.
2. Building approval from principal.
3. Principal adds a brief cover letter or signature to any survey requests, etc. going to students, staff, or parents.