A Brief Guide to Conducting Research in Schools

DO

• Do consult the school system's webpage (look for the district research office) to get detailed instructions on how to apply to conduct research there.

• Do make sure your project has been <u>reviewed and approved</u> by both UMD's Institutional Review Board (IRB) ****AND**** the school system's IRB before reaching out to school personnel (e.g., principals, teachers) or families. Even if you think your project is exempt, it must be reviewed before you start.

• Do ask questions! UMD's Institutional Review Board (IRB) (https://research.umd.edu/irb), UMD's Center for Community Engagement (https://communityengagement.umd.edu), and the Research Office in the College of Education (coe-research@umd.edu) are all happy to help.

• Do inform all members of your research team about these guidelines.

• Do ensure that schools and school districts where you plan to conduct research have the names, email addresses, and phone numbers of all staff and students involved in your project.

DON'T

• Don't send applications to school system research offices without reading <u>all</u> their instructions first. The information you need for a successful application is online; applications that fail to address the requested points will not be approved. Faculty supervisors should carefully review the work of their teams before submitting applications for review.

• Don't make last minute requests. It can take 6-8 weeks or more for most school systems to review your application and revisions may be requested.

• Don't contact school personnel (principals, teachers, families) until you have received written permission from the school system's research office.

Remember! When folks at UMD respect school district policies, schools are more welcoming to all of us in the future.