

OVERVIEW OF HIDOE RESEARCH APPLICATION PROCESS

Per BOE policy, all research projects are required to obtain approval from the Superintendent or a designee. The process for doing so is described below. Please obtain the research application and other documents required for Phase 1 from our [website](#). The forms and guidance documents listed under Phase 2 are also available on the website for your reference, but please wait until you are invited to submit a full application to submit Phase 2 documents. This will prevent you from completing documents unnecessarily and will help to keep our email inbox from getting overloaded.

Keep in mind the submission deadlines for upcoming Research Review Committee meetings.

Phase 1: Submit Abbreviated Application

Submit the following documents for initial screening to DOEresearch@notes.k12.hi.us:

- Research Application (Word doc)
- Targeted Offices/Schools (Excel spreadsheet)
- Advisor Support Form *(if applicable)*

Please do NOT save the files as PDFs. DGA will screen the application and might request additional information before moving on to Phase 2. If the project has significant support by one or more HIDOE administrators, it is possible that a quicker approval process may be available and DGA will provide you with next steps for pursuing this option. If the project is deemed as excessively intrusive or inappropriate for HIDOE schools, you may not be invited to submit a full application. In this latter case, you could ask DGA staff about other options or potential modifications that might be more appropriate for HIDOE schools.

Phase 2: Submit Full Application (after successful screening from DGA)

If invited to submit a full application, please submit the following documents:

1. Affirmation Form for Researchers,
2. Documentation of approval from the researchers' institutional review board (IRB),
3. Copies of the necessary assent/consent forms, and
4. Copies of all research instruments/documents (e.g. surveys, curricular materials, interview questions, etc).

Researchers are strongly encouraged to review the checklists and other guidance documents available documents outline HIDOE's expectations for these types of documents and research materials. DGA will communicate any ways in which these expectations are not met to the researchers. Failure to address the expectations by the submission deadline will cause an application's review to be postponed until the subsequent Committee meeting.

- Adult consent form checklist
- Student assent form checklist
- Parent consent form checklist

Phase 3: Research Review Committee Decision

The full application will be presented to the Research Review Committee, provided that the application is complete by the submission deadline. A schedule of these meetings and the associated submission deadlines is posted on the [website](#), as well. The Committee decision for each application will be submitted to the Superintendent for a final decision. If approved, you will obtain a letter of approval from the Superintendent that will allow research activities to begin.