



OCPS Employee Graduate Student Course Assurances

Please read and sign this form prior to beginning your project. Email your completed form or contact us with any questions at research@ocps.net.

Graduate Student Name: _____ OCPS Personnel #: _____

Graduate Advisor/Chair Name: _____ Email: _____

Name of College/University: _____

Course No. and Title: _____

Project Title: _____

As a graduate student involved in the project identified above, I commit to the following assurances:

1. **Accessing Information/Data Collection.** Complying with the OCPS Research and Evaluation (R&E) department's protocols and procedures in accessing information or collecting data.
 - a. Scope is limited to an OCPS employee's individual school, department or immediate community.
 - b. No external data request is made of the OCPS Research and Evaluation (R&E) department. For example, only data generated from routine work or existing records resulting from routine work (limited to the OCPS employee's individual school, department or immediate community) can be used.
 - c. No data is produced, maintained or used in a manner inconsistent with FERPA or HIPAA.
2. **Human Subjects/Research.** Participating in human subjects/research training. For example, found at www.citiprogram.org through most universities, or for free through the National Institute of Health (NIH) at <https://phrp.nihtraining.com/>.
3. **Research Methodology.**
 - a. Evaluation design. Conducting sound evaluation design to address intended questions.
 - b. Analyzing/Synthesizing Information. Using appropriate analysis of qualitative/quantitative data.
4. **Not Using Results for Published Works.** Findings resulting from an investigation will not be used in any current or future presentations outside of graduate coursework or for publications external to OCPS.
5. **Ethical Research Practices.**
 - a. Protecting the rights and welfare of participants.
 - b. Not using deception of any kind in this project.
6. **Permissions.** Obtaining permission from the graduate course advisor/chair and site administrator (most often a principal) prior to initiating research queries.
7. **Communication.** Reporting to the graduate course advisor/chair and site administrator regarding unanticipated adverse events, unforeseen problems, and complaints.

8. **Data Storage/Analysis/Transfer.** Storing and analyzing all data on a secure OCPS computer. Data for this project will be transferred to another device or computer via external storage, email, or other means ONLY in aggregate form.

Note: You will receive an email from R&E to schedule a brief conference call with the director to discuss your request. **Please be aware that research activities cannot occur until a Research Notice of Approval (R-NOA) is granted by OCPS.**

Graduate Student Signature: _____ Date: _____