

## **Guidelines for Conducting Research in Schools by Faculty, Graduate Students and Staff of The Ohio State University**

The Ohio State University's College of Education and Human Ecology (EHE) Office of Research assists the research community by helping researchers: 1) understand the university and college, individual school district, and state of Ohio policies and requirements, and 2) helping researchers obtain access to classrooms when needed. In addition, the EHE Office of Research assists districts listed in the OSU EHE Master of Exchange of Services in receiving fee authorization credits.

### **Requirements for Conducting Research in Schools**

The following sections provide detailed information about the process of doing research in schools. If you need help with securing access to a school district contact [Kimberly Lightle](#), Assistant Dean for Research, EHE Office of Research.

#### **1. District-Level Approval**

Research requests need to be ultimately approved at the district level, even though you will be having conversations with principals and sometimes classroom teachers. Each district has an individual that has the authority to approve your research request. The [Research Coordinator Contact Information](#) document includes contact information for the research coordinator, district guidelines for research if available, and links to district report cards.

Districts might have different policies for allowing research to be conducted, but most all require documents similar to those created for the IRB application. District research coordinators will most likely request detailed information from you regarding:

- the research protocols as well as copies of instruments for a project including the location, time and duration of the research activities,
- who you have talked to at the building level to see whether the principal/teacher is on board with what you propose,
- the IRB Approval Number, and
- proof of current BCI&I and FBI background checks.

#### **2. IRB Approval**

All research activities involving human subjects must be reviewed and approved by an IRB unless the [Ohio State University Office of Research, Office of Responsible Research Practices](#) (ORRP) can prospectively determine that the research falls into a category of exemption established by federal regulation. The ORRP provides administrative support to the university research community and to the committees responsible for research review and oversight. The ORRP helps Ohio State faculty, staff, and student researchers

navigate research requirements through education and quality improvement initiatives designed to facilitate research, improve efficiencies, and ensure regulatory compliance.

Open consultation hours are available for Human Subjects Research discussions in the Research Commons, Third Floor, [18<sup>th</sup> Avenue Library](#). Click on the [Consultation Calendar](#) to display a list of available consultation times. Click on the time slot that best fits your schedule, and complete the appointment details form that will appear below the calendar.

### **3. Proof of Current BCI&I and FBI Background Checks**

The OSU Office of Human Resources conducts the BCI&I and FBI background checks including electronic fingerprinting. The background checks are good for one year. If you are currently teaching in a public school, a copy of your background checks can be requested from your Human Resources person.

You are required to have both the BCI&I (State of Ohio) and FBI (National) checks completed. The cost is \$61.70. Request **Section 3319.291 – working with children in a public/charter school setting OR working with children in a childcare center.**

Results are typically received within two weeks; however, if convictions or guilty pleas show up and a more extensive check is required, it will take up to six months. The results of the check are automatically sent to the EHE Office of Educator Preparation (185 Arps). A copy can be obtained by stopping by 185 Arps Hall or going to the OSU Office of Human Resources, with photo ID.

The OSU Office of Human Resources is located in the [South Campus Gateway Building](#), Suite 300, 1590 N. High Street, Columbus, Ohio 43201. Fingerprinting services are available from 9-11am and 1-4pm Tuesday through Friday. More information can be found at the [Background Checks and Fingerprinting](#) webpage.