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# **EdFoundations Policy for Conducting Primary Research**

## **Overview**

The central purpose of Educational Foundations is to provide a pathway for University of Oregon undergraduate students who are interested in becoming elementary or secondary teachers. Pre-Education majors in their freshman and sophomore years are introduced to the theoretical organizing framework for the program and explore their interest in teaching. EdF majors in their junior and senior years join a two-year cohort in a pre-professional degree program preparing students who are highly competitive for admission into graduate teacher education programs in Oregon and around the country. EdF students are well informed about theory and practice, and possess the knowledge and skills that will enable them to be change agents in economically, racially, culturally and linguistically diverse communities.

There is no unrestricted right to access Educational Foundations students, staff, field placements, facilities or data for research purposes. Access is granted when determined to be in the best interest of the EdFoundations program's students as determined by the research review committee. If access is granted, a researcher may only access the specific data approved by the University of Oregon human subjects approved application.

## **Research Review Committee**

The research review committee consists of the Education Studies department head, the director of UOTeach, the director of Educational Foundations and the director of the CSSE doctoral program.

This committee is chaired by the EdFoundations program director who will gather all necessary materials from research applicants and organize the Research Review meeting date for all research requests. These reviews and approvals will be done online where there is unanimous consent to the approve or deny the request.

## **Program Criteria for Research**

- (1) The proposed research is aligned with EdFoundations priority and goals
  - a. providing successful academic preparation of candidates for a career in teaching and admission into graduate licensure programs
  - b. providing comprehensive coursework in education and curriculum
  - c. supporting a learning environment conducive to academic and professional success
- (2) The proposed research should not intrude upon instructional time or disrupt the educational process.
- (3) The research is not duplicative or unnecessarily burdensome to students or program faculty and personnel
- (4) The proposed research provides the Research Review Committee with an explicit set of departmental protocols for the protection of student privacy to ensure compliance with FERPA.
- (5) The proposed research provides the Research Review Committee with the IRB in draft form and the final approved IRB prior to the start date of the research.

## Process for Research Applicant

Research applicant must submit a two page **Primary Research Initial Request** no less than one term prior to the term they are intending to obtain IRB approval. This is the first step in this process. (See appendices 1 below)

This request will be reviewed by the EdFoundations Research Review Committee. This committee will respond with one of the following: 1. clarification questions, 2. approval to move forward with the application or 3. denial of request to the applicant within 4 weeks of the

Once an initial request is moved forward the applicant can go through the IRB process. While completing the IRB they should simultaneously prepare the supplemental information in the **EdFoundations Formal Research Application** for submission. (see appendices 2 below)

## Research Application Timeline

Related Activity	Estimated timeline
<b>Submit Primary Research Initial Request</b>	A minimum of 1 academic term (10 weeks) prior to planned project.
<b>Meeting with Program Director to Review Request</b>	Two to four weeks following submission.
<b>Respond to Feedback on Request</b>	TBD by researcher.
<b>Submit Formal Research Proposal</b>	TBD by researcher.
<b>Research Review Committee reviews Formal Proposal</b>	Two to four weeks upon receipt.
<b>Provide Feedback on Proposal</b>	Two to four weeks following submission.
<b>Submit IRB</b>	TBD by researcher
<b>Present IRB Approval to Program Director</b>	Upon approval by IRB
<b>Initiate Research</b>	Upon written acknowledgement/approval by program director.

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### **Research Submission Contact Information**

Primary Research Requests and Inquires about Primary Research in EdFoundations should be directed to the EdFoundations Program Director or the Department Head of the Department of Education Studies.

Contact information:

Alison Schmitke, PhD  
Educational Foundations Undergraduate  
Degree Program Director  
schmitke@uoregon.edu

Edward M. Olivos, PhD  
Department Head  
Department of Education Studies  
emolivos@uoregon.edu

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### **Educational Foundations Research Review Committee**

Alison Schmitke, PhD  
Educational Foundations Undergraduate Degree Program Director

Edward M. Olivos, PhD  
Department Head, Department of Education Studies

Julia Heffernan, PhD  
Graduate Director of UOTeach Master's and Licensure Program

Lisa A. Mazzei, PhD  
Director of PhD in Critical and Sociocultural Studies in Education

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### **UO Office of Research Compliance**

Sheryl Johnson, CIP, CHES  
Director  
Research Compliance Services  
University of Oregon  
Phone: 541-346-3106  
Email: sherylj@uoregon.edu  
Web: www.rcs.uoregon.edu

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## **Application to Conduct Research Cover Sheet**

I am a graduate student seeing to conduct research in EdFoundations in order to fulfill an academic degree or course requirement. I understand that the information provided in this research request will be reviewed by the EdFoundations Research Review Committee for EdF to consider my request to conduct research of students, faculty, curriculum, or other aspects of this program.

Or

I am faculty seeking to conduct research in EdFoundations. I understand that the information provided in this research request will be reviewed by the Research Review Committee for EdF to consider my request to conduct research of students, faculty, curriculum, or other aspects of this program.

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I understand that upon clearance of this Initial Request I will be required to go through the New Research Application Process where my final materials will again be verified by the Research Review Committee.

I understand that I am not to conduct any research within the EdFoundations program until I have final approval from the Research Review Committee.

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Print Name / Title or Advisor / Institution / Dept.

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Signature

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Date

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Contact information cell/email

# EdFoundations Primary Research Initial Request

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1. Date:
2. Proposed Title of Study:
3. Core Subject of Research: (drop down menu) teachers, math curriculum, science curriculum, clinical practice, etc.
4. Researcher Name/title:
5. Email:
6. University:
7. College/Department:
8. Advisor name and email if applicable:
9. Proposed study subjects/participants:
  - Students
  - Instructors
  - Supervisors
  - Clinical Partners
  - Administrators
  - Other \_\_\_\_\_
10. Summary of study (200 words)
11. Research question/s:
12. Rationale of EdFoundations as Research Site (200 words)
13. Brief description of research activities including timeline and involvement of EdFoundations students and staff (300 words)
14. Supporting Documents: Any letter/s of support (advisor or other)

# EdFoundations Primary Research Initial Request

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The initial research request for the project titled: \_\_\_\_\_  
(project name)  
Submitted by: \_\_\_\_\_  
(name of proposing scholar)

- Approval: Prepare materials to move forward to formal proposal and IRB see timeline below
- Pending Approval: Need more information see notes below
- Denial: This project is not approved for the EdFoundations program see notes below

Reviewer: \_\_\_\_\_  
(Program director)  
Review Date: \_\_\_\_\_  
(Date)

Specific proposal areas to address:

Specific program timeline demands:

Recommendations related to denial:

# EdFoundations Formal Research Proposal Template

(page 1 of 3)

## Final Research Proposal Table of Contents: Outline

- I. Application to Conduct Research Cover Page
- II. Approved IRB
- III. Supplemental Program Information for Formal Proposal
  - i. Identified benefit of Study to Participants and to Program (including incentives)
  - ii. Identified burden of participation in study to participants and to program
  - iii. Additional Details Related to Compliance Plan for FERPA  
When the researcher is a graduate student or faculty within the department associated with UOTeach, it is necessary for the research application to explain in detail how student confidentiality and student assessment will be addressed during and following the project.
  - iv. Explicit Timeline of Research Conduct in Relation to Program Staff, Students, and Curriculum

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### EdFoundations Research Review Committee Notes:

Specific proposal areas to address:

Specific program timeline demands:

Recommendations related to denial:

# EdFoundations Formal Research Proposal Response

(page 2 of 3)

Project titled: \_\_\_\_\_  
(name of research project)

Submitted by: \_\_\_\_\_  
(name of proposing scholar)

## EdFoundations Research Review Committee

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Alison Schmitke, PhD  
Undergraduate Degree Program Director

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Edward M. Olivos, PhD  
Department Head, Department of Education Studies

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Lisa A. Mazzei, PhD  
Doctoral Director of Critical and Sociocultural Studies in Education

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Julia Heffernan, PhD  
Graduate Director of UOTeach Licensure Program

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- Approval: Research may begin following submission of IRB approval
- Pending Approval: Need more information; see notes
- Denial: This project is not approved for the EdFoundations program; see notes