**New Project Overview Information (Form A)**

**I. General Project Information**

|  |  |
| --- | --- |
| Project or Study Title |  |
| Proposed Date for Research to Begin |  |
| Requested Decision Date (please enter the date by which you would need the RRB to make a decision in order to conduct your project as planned) |  |
| New Data Collection (collected by the investigator conducting the research, through surveys, interviews, observations, etc.) | Enter Yes or No |
| Secondary Data Analysis (e.g. information from district databases)  | Enter Yes or No |

**II. Main Project Contact Information**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Organization |  |
| Address  |  |
| City, State, Zip |  |
| Phone Number |  |
| Email |  |
| District Employee (Yes/No)  |  |
| District Employee's School or Department |  |

**III. Project Director/Principal Investigator Information** (if different from main project contact)

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Organization |  |
| Address  |  |
| City, State, Zip |  |
| Phone Number |  |
| Email |  |
| District Employee (Yes/No)  |  |
| District Employee's School or Department |  |

**IV. Project Summary**

Provide a brief synopsis (no more than two paragraphs) of the proposed project, including what you plan to do, why, how you will carry it out, and what will be required of participants.

**V. Non-Research Project Exemption**

Some projects that involve data from human subjects do not meet the definition of research set out in the district’s “Research Review Board Guidelines and Application Instructions.” If you believe your project may fall into this category, provide a brief description of why using information from the district’s guidelines. Then submit this form and the other documents listed below for non-research/exempt projects. If your project does meet the definition of research, skip this section of the project overview form and submit all forms indicated for research projects.

**VI. Proposal Application Checklist**

Make sure that you have included all materials indicated below as part of your proposal. Submit all materials **as one .pdf or Word document** to rrb@elmhurst205.org.

|  |  |  |
| --- | --- | --- |
| Forms | Research projects | Non-research (exempt) projects |
| New project overview information (Form A) | ✔ | ✔ |
| Research proposal (Form B) | ✔ |  |
| Institutional IRB approval letter | ✔ |  |
| Informed consent forms (teachers, parents and students over 18)  | ✔ | ✔ |
| Assent forms for students ages 12-17 (Grade 6 and above) | ✔ | ✔ |
| Data privacy and confidentiality description/assurance (Form C) |  | ✔ |
| Survey, interview, or other instruments to be used for primary data collection | ✔ |  |

**VII. Proposal Signature**

Note that by signing here you are affirming that all the information provided in this form and other related forms is accurate to the best of your knowledge.

Date Submitted:

Signature:

Printed Name: