

DeKalb CUSD #428 Research Request Process

1. Complete the “Application to Conduct Research” attached to this email. The “Application to Conduct Research” is considered complete when the form itself is completed and it is accompanied by:
 - proof of IRB approval from the sponsoring institution of higher education
 - any and all consent forms used in securing permission
 - any correspondence used in securing permission and/or subjects
 - any and all survey instruments, interview questions, data collection tools, etc.
 - for thesis and dissertation projects, a statement indicating that the proposal has been approved by the committee and the date when it was approved
2. The completed Application to Conduct Research must be submitted to Dr. Amy Luckner, Chair of the Research Review Committee, by September 1st, December 1st, March 1st or May 1st of any school year. This is in accordance with District 428 School Board Policy.
3. The Research Review Committee will meet and review the Application to Conduct Research within four school weeks after the submission deadlines.
4. Researchers will be notified, via email, of the Research Review Committee’s decision regarding the acceptance or declination of the Application to Conduct Research.
5. The opportunity to conduct research in District 428 is contingent upon not only receiving approval from the Research Review Committee, but additional factors such as availability of subjects, approval of the building principal, consent of any participating teachers, potential to interrupt instructional time, and available resources.
6. For further information, please contact:

Dr. Amy Luckner
Chair of Research Review Committee
Assessment, Research, and MTSS Coordinator
DeKalb School District #428
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