

# Research Procedure

## Purpose

This document explains the step by step procedure for individuals or organizations who want to collaborate on a research project with the PSESD Early Learning program.

## Procedure

1. Send a written description of the project to the PSESD Executive Director of Strategy, Evaluation and Learning. Include a cover letter that addresses how the project will meet the criteria for participation as outlined in the *Research Policy* and a completed *Research Project Questionnaire*.
2. The Executive Director of Strategy, Evaluation and Learning will do a preliminary assessment of the research proposal.
3. For proposals that do not include direct interaction with children, families, or staff (such as requests for existing data that has already been collected), the PSESD Associate Superintendent for Early Learning, and PSESD Strategy, Evaluation and Learning team will make a decision about the program's participation.
4. For proposals that do include direct interaction with children, families, or staff (such as original data collection), the PSESD Strategy, Evaluation and Learning team, Early Learning staff, and Policy Council Executive Board will review the proposal and make a recommendation to the Policy Council on participation in the project.
5. If the recommendation to the Policy Council supports the program's participation, a proposal outlining the participation (staff, budget, etc.) will be presented, including an outline of how it met research criteria.
6. If the research proposal deadline does not fit with Policy Council meeting timelines, the Policy Council Executive Board will make a tentative decision on participation and the decision will be brought to the next Policy Council for approval or disapproval.
7. Fourteen days prior to publication or release of research results, the individuals or organizations collaborating with PSESD Early Learning on the research project will provide the participating program with the results.

## Related Documents

Research Policy (310)

Research Questionnaire