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 would like help with securing access to a school district, please contact Kimberly Lightle (lightle.16@osu.edu), 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 (http://go.osu.edu/school-district-info) 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 - http://orrp.osu.edu/) 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.

ORRP staff hold open office hours each week (Wednesdays at 211-A PAES Building - http://go.osu.edu/PAES - from 1-3pm) to help researchers, including graduate and undergraduate students, who are preparing Behavioral and Social Sciences Institutional Review Board submissions and exemption requests. Sessions are intended to help faculty and graduate students navigate IRB forms, policies, and review procedures. No appointment is necessary. Please contact Joni Barnard at (614) 688-3405 or barnard.15@osu.edu for questions or more information.

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 C (http://www.osu.edu/map/building.php?building=863), 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 http://hr.osu.edu/services/backgroundchecks.aspx#overview.
Information Required for Authorization of Fee Waivers

Once data collection has ended, please fill out the Summary Research Form (http://go.osu.edu/research-summary) and send it to Rebecca Chacko (chacko.9@osu.edu) EHE Office of Research. If the research was conducted in one of the following school districts, fee waivers can be issued to districts. The following districts are members of the OSU EHE Master Exchange of Services agreement.

BEXLEY CITY SCHOOLS
CANAL WINCHESTER CITY SCHOOLS
COLUMBUS DIOCESE
COLUMBUS CITY SCHOOLS
COLUMBUS CAREER CENTERS
DUBLIN CITY SCHOOLS
EASTLAND-FAIRFIELD CAREER
GAHANNA-JEFFERSON SCHOOLS
GRANDVIEW HEIGHTS SCHOOLS
GROVEPORT MADISON SCHOOLS
HAMILTON LOCAL SCHOOLS
HILLIARD CITY SCHOOLS
NEW ALBANY-PLAIN LOCALSCHOOLS
REYNOLDSBURG CITY SCHOOLS
SOUTH-WESTERN CITY SCHOOLS
UPPER ARLINGTON CITY SCHOOLS
WESTERVILLE CITY SCHOOLS
WHITEHALL CITY SCHOOLS
WORTHINGTON CITY SCHOOLS