

Stanley Manne  
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REAL Training

**Conducting Research with  
Chicago Public Schools (CPS)  
- Overview of the Research  
Review Board (RRB)**

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# Objectives:

01

Understand the mission of the RRB and research review requirements

02

Determine when to submit to the Lurie Children's IRB and the CPS RRB

03

Recognize the types of research with CPS that require RRB review

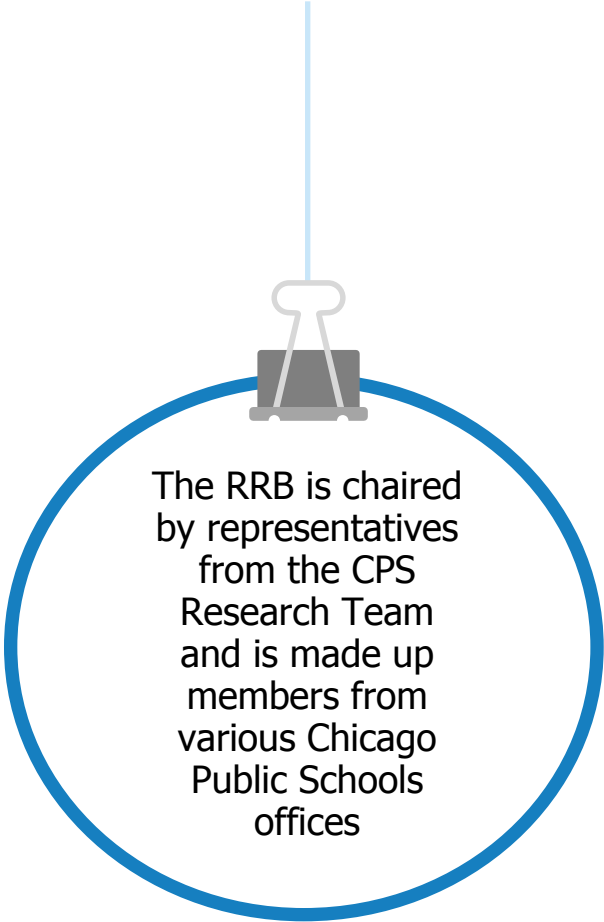
04

Review an RRB application and discuss tips and tricks for completion

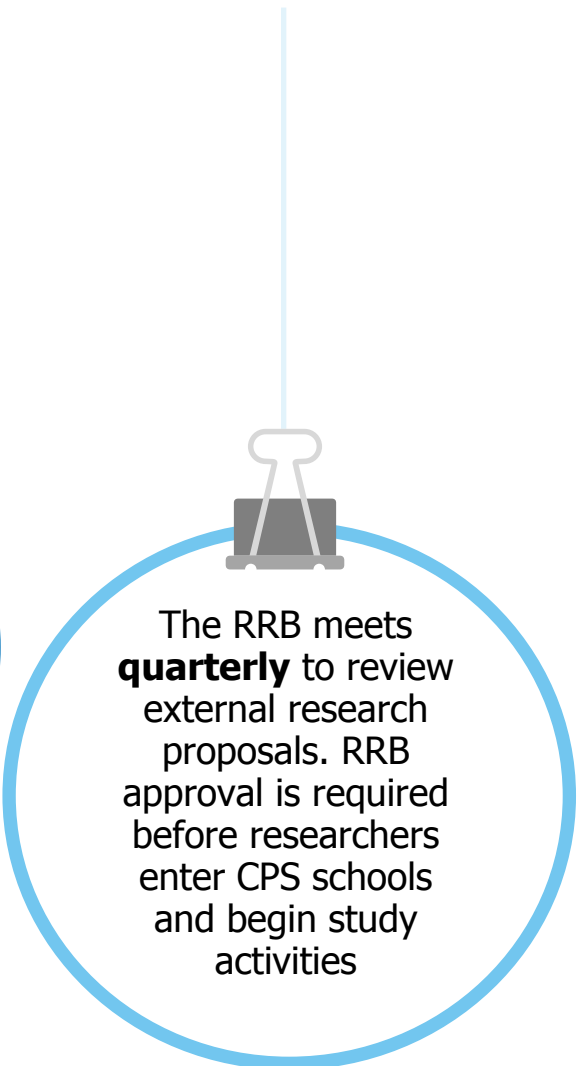
# What is the RRB?



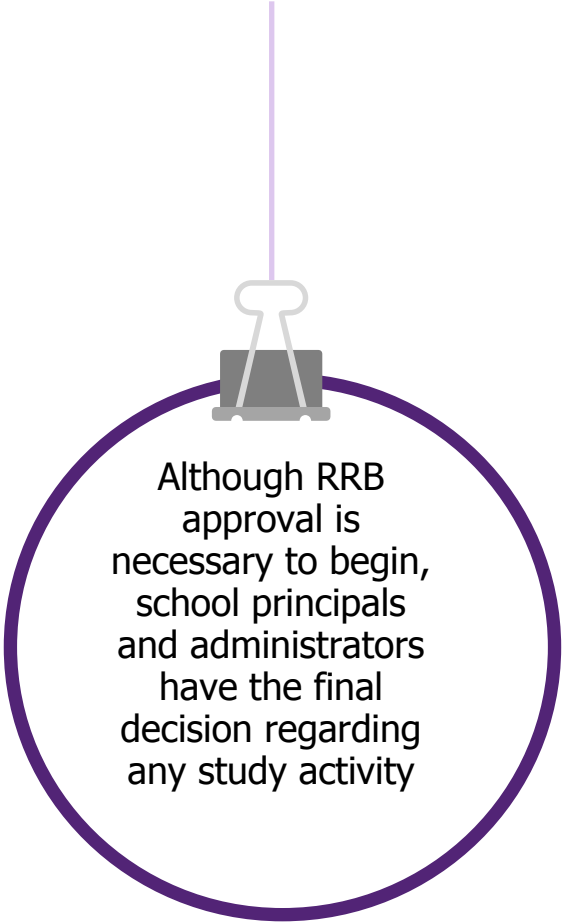
# CPS Research Review Board (RRB)



The RRB is chaired by representatives from the CPS Research Team and is made up of members from various Chicago Public Schools offices



The RRB meets **quarterly** to review external research proposals. RRB approval is required before researchers enter CPS schools and begin study activities



Although RRB approval is necessary to begin, school principals and administrators have the final decision regarding any study activity

# RRB Review Process

- The RRB meets **quarterly** to evaluate new proposals to conduct research
- All materials must be received by the RRB office on or before the deadline in order to be reviewed by the corresponding meeting date
- All materials, including processing fees, should be submitted online via IRBManager.
- You can find the most up to date calendar of Board meetings at the bottom of the CPS website titled "Conducting Primary Research in Chicago Public Schools."

# Lurie Children's IRB Review & CPS RRB Review

## Lurie Children's IRB Review

Obtain Lurie Children's IRB review and approval/acknowledgement prior to submitting to the CPS RRB

01

02

## CPS RRB Review

Following Lurie Children's IRB review, submit to the CPS RRB

03

## Research approved

Once Lurie Children's IRB and CPS RRB reviews have completed and all approvals/acknowledgements are in place, the research is fully approved from a regulatory standpoint

# Types of Research



# Types of research/data collection

- Research includes various evaluation, measurement and inquiry activities that may be comprised of, but are not limited to:

1

• The systematic investigation, including research development, testing and/or evaluation, designed to develop or contribute to general knowledge

2

• Collecting and analyzing of information aimed at discovering new facts and their correct interpretation to draw conclusions

3

• Quantitative and qualitative study activities such as observations, interviews, case studies, ethnographic analysis, analysis of written materials, secondary analysis of data, achievement testing, surveys, experimental designs to examine causal relationships, product testing and analysis of cost and management records

- The CPS Board Research Study and Data Policy can be found [here](#)



# Primary vs. Secondary Research

## Primary Research

Refers to studies in which researchers are collecting research data from or about research participants. Data collection activities may take a variety of forms such as surveys, interviews, focus groups or observations



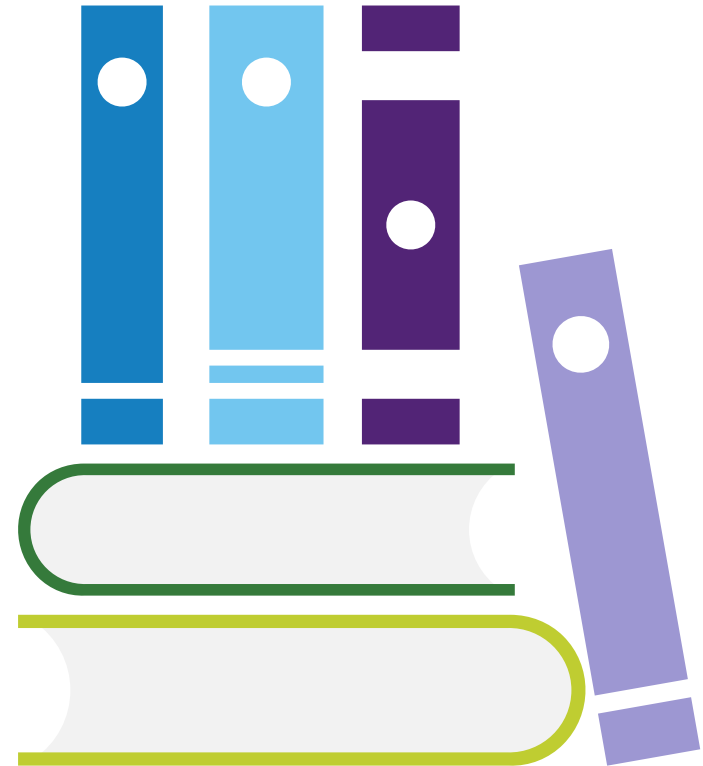
## Secondary Research

Defined as the summary, collation, synthesis and/or analysis of data that have already been collected by another party. Secondary data can be either non-personally identifiable or personally identifiable



# Primary Research

- In studies involving primary data collection, the Board requires **active informed consent for all research participants**, and, in the case of minor aged students, active parental permission
- Approval of a research study is valid for **one (1) calendar year** (including multi-year studies). At the end of one (1) year from the date of approval, research activities must cease unless researchers request and are granted an extension by submitting a request



# Types of Primary Research

## Internal Research

- Involves board employees who plan to conduct research on how to improve Board services and programs within their area of supervision or contract as part of a work assignment or as part of their general job duties. Internal researchers must obtain the prior approval of their supervisor prior to commencement of research activities. This explicitly excludes research towards a master's thesis or dissertation

## External Research

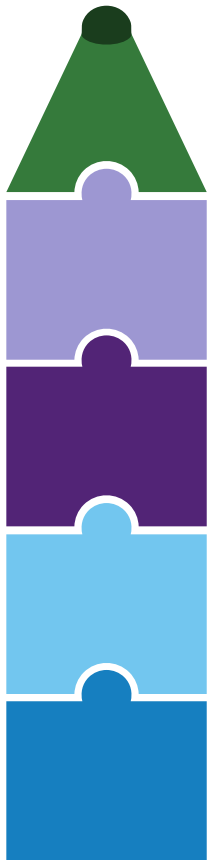
- Includes: (1) independent research conducted by individuals, organizations, or agencies not affiliated with the Board; (2) research conducted by Board employees for personal purposes outside of their work duties and/or work hours (e.g., research for the completion of a master's thesis or doctoral dissertation or for any other personal purposes); or (3) product research conducted by company or entity to study a product's effectiveness

## Charter and Contract Schools

- Charter school communities are NOT under the jurisdictional purview of the CPS RRB. Unless a Charter Management Organizations (CMO) elects to delegate decision making to the CPS RRB concerning a particular research proposal, CMOs are empowered to make their own decisions regarding research in their schools

## Board Contracted Research

- Conducted by board contractors in accordance with their contract with the Board or a memorandum of understanding with a CPS department or school. All board contracted researchers must submit a full proposal to the CPS RRB. In addition to the research proposal requirements, Board contracted researchers must include a copy of their board contract or memorandum of understanding detailing the research activities

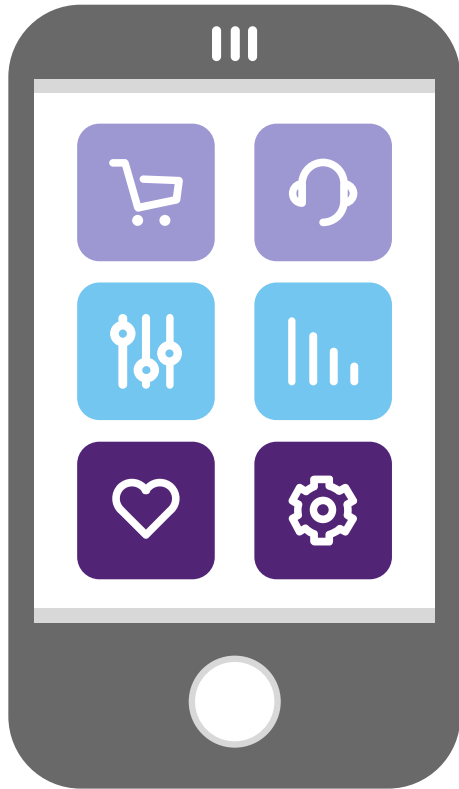


# Secondary Research

- **Non-personally identifiable data** = aggregate data or data where the number of students is greater than ten (10) and any identifying information is removed
- **Personally identifiable data** = data is minimally aggregated at ten (10) or fewer students or are tied to students' personal identifying information
- Research and program evaluation involving student level secondary CPS data requires active parental consent



# Types of Secondary Research



## Aggregate Data

- Group level data (school, district, statewide, etc.) containing average statistics on the group where the subgroup(s) is/are greater than ten (10)
- All aggregate level data is de-identified and active parental consent is not required to access this data

## Student Level Data

- Identifiable\* information on any subgroup of students and/or data on subgroups that contain fewer than ten (10) students
- Removing a student's name and ID number does not necessarily render data unidentifiable
- Any request for student level data for research purposes requires active parental consent or a legal agreement

\*CPS defines personally identifiable information by the definition provided by the National Center for Education Statistics (NCES). NCES defines personally identifiable information to include: (1) the name and address of the student and the student's family; (2) a personal identifier, such as the student's Social Security Number, student ID number, or biometric record; (3) other indirect information, such as the student's date and place of birth and mother's maiden name; (4) other information that, alone or in combination with other factors, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of relevant circumstances to identify a student with reasonable certainty; (5) and information based on a targeted request

# Conducting Primary Research



# Process for Conducting Primary Research

## RRB Review

- The RRB meets quarterly to evaluate new proposals to conduct research
- Research activity (data collection and/or procedures) may not begin without first following the procedures outlined in the policy and approvals granted

01

## Duration

- RRB's approval only valid for a period of one (1) year
- If research activities extend beyond 1 year, request approval for an extension from the RRB. Continuing review applications should be submitted within IRBManager

02

## Final Report

- Upon study is completed, a copy of the final report or summary of the results should be submitted within IRBManager. The report is required in order to close the study with RRB and remain in compliance with the District

03

# RRB Criteria for Evaluating Research Proposals

- In addition to complying with CPS Board policy, federal and state laws and regulations, proposed research must also:

Demonstrate educational value, either to CPS directly or as contribution to the field of education

Interrogates/challenges policies and systems that may contributing to inequity

Demonstrate community partnership, with evidence that the researchers have engaged members of the researched community on the purpose, design, and/or implementation of the research project

Address an identified research priority of CPS and not duplicate research already occurring in CPS

Document that the researcher or organization has the capacity and experience to successfully complete the project

Protect the privacy of students, families, and staff members and ensure compliance with state and federal laws, as well as CPS board policy (FERPA, ISSRA)

Manifest a sound research methodology using valid and reliable techniques and the research capacity and experience to successfully complete the project



# RRB Application Process

- All requests to conduct research within CPS must be submitted within IRBManager by the posted submission date in order to be reviewed at the scheduled meeting
- Information requested in the application includes:

## Executive summary or abstract

- Synopsis of the proposed research including research purpose, individuals (i.e., students, teachers, etc.) included in research and length of time data collection is to take place (200 words maximum)

## Researcher status and title

- Statement naming primary investigator, title, and status (i.e., student, professor, director, etc.) within and institution or organization

## Research question, hypothesis, and methodology

- Brief summary of the research questions to be addresses and a description of the hypothesis must be provided

# RRB Application Process

- Information requested in the application includes (continued):

## Description of the researcher's commitment to equity and collaboration

- Statement describing ways the research project reflects/challenges/progresses the district's commitment to equity

## Description of the direct benefit to the Board and/or CPS and/or the profession of education

- Clearly describe why research is valuable to CPS specifically, and how it would contribute to the profession of education (200 words maximum)

## Description of research activities and school/student/staff involvement

- Thorough description of the research protocol, including how data is to be collected and by whom, from whom data will be collected, and any involvement that CPS staff may have in the collection of data. Time needed to participant must be detailed, including a description of who is to be recruited to participate and how recruitment will take place

# RRB Application Process

- Information requested in the application includes (continued):

## Timeline of research

- Timeline must include the start and end date of all research activities and data collection, including amount of time necessary to complete data collection

## IRB approval

- If the research includes an intervention or interaction with a student, teacher, parent that would not occur but for the research, or if the researcher will collect identifiable data – then the researcher must get advance approval from an IRB

## Copy of any survey and/or other instruments

- Including any assessment administered to students. For online survey, a link must be provided

## IRB approved consent forms, assent forms, and/or parental permission forms

- Depending on the type of research, informed consent may be required. Review the CPS RRB guidance on consent [here](#)

# RRB Study Approval

- The RRB's approval/acknowledgement of any research study should be considered conditional and subject to further approval by the school principal(s) and research subject(s) that form the basis for the proposed study
- A principal may place restrictions on researcher's access to students and staff to minimize disruption to school activities
- All research is limited approval and requires the approval of the principal and of the study participants. As with research at Lurie Children's, participation in research activities is voluntary

# RRB Study Approval States

## Approved/Acknowledged

- If a research proposal is approved, an approval letter is issued. The RRB's approval of a research proposal is limited to the study scope and methods outlined in the proposal or Board contract. The researcher must provide a copy of the research approval letter (or acknowledgement letter) to principals whose schools will be affected by the research project to notify them of the RRB's approval

## Resubmission Request

- Research proposals may be approved by the RRB with the condition that the researcher modifies their proposal when requested by the RRB to be in accordance with CPS and Board policy. When these modifications are complete, the researcher may resubmit their proposal for additional review before a final decision of acceptance of approval is released

## Limited or Conditional Approval

- The RRB's approval/acknowledgement of an external research study is conditional and subject to further approval by the school principal(s) and research subject(s) that form the basis for the proposed study. A principal may place restrictions on a researcher's access to students and staff to minimize disruption to school activities. All external research is limited approval and requires the approval of the principal and of the study participants

# RRB Study Approval States

## Modifications

- If the researcher wishes to modify the research scope, methods or materially change the research activities (including surveys or other instruments or consent forms), the researcher must obtain prior written approval of the modification from the RRB

## Rejected Proposals

- Proposals that are rejected by the RRB are deemed as having serious issues that cannot be addressed with a resubmitted proposal. Because of this, researchers whose proposals are rejected are not encouraged to resubmit their proposals. Should a researcher insist on re-submitting a proposal, s/he cannot do so for two (2) review cycles

# RRB Restrictions

- The following are important CPS and RRB policies to consider in selecting participating schools, in determining recruitment and data collection procedures, and in providing compensation for participation:

There must be minimal interference with school instruction and operations and relationships between students, parents and school and district staff. Personal, social, psychological or medical research that may be in conflict with the rights of individuals or groups will not be approved

Research protocols utilizing virtual or remote methods must adhere to the [Acceptable Use Policy](#)

Educational technology utilized within research must be approved by the district prior to consideration by the RRB

Classroom or other observations may not be audio/video recorded unless all parents of the students within the classroom have consented to the recording(s)

Prior informed notice must be provided within a reasonable timeline to parents of students involved in a classroom or other observation

# RRB Restrictions

- The following are important CPS and RRB policies to consider in selecting participating schools, in determining recruitment and data collection procedures, and in providing compensation for participation:

It is important to note that no CPS staff time or resources (i.e., CPS email or mail run) may be used to solicit participation in the research study. In addition, the RRB will not grant permission for the use of CPS school buildings for data collection. This arrangement must be made with the school principal

CPS cannot be used to recruit participants for research. School staff may not be utilized to collect data

Any compensation provided for participation in research must be described. It is acceptable for proposals to include reasonable incentives for CPS students who participate in research projects. However, it is against CPS Board Policy for CPS staff to receive compensation for their participation in research projects during school hours. CPS staff participating in research activities outside contract hours may receive a total reward of up to \$50. If the research takes place in schools, any compensation exceeding this amount may be given to the school

Research conducted by a CPS employee must occur outside of normal work requirements including for the completion of a master's thesis or dissertation, and data collection cannot occur in any school in which the employee has authority



# Conducting Secondary Research



# Process for Requesting Secondary Data

- Unlike research proposals, requests for secondary data is processed by **the research manager and data team on a rolling basis**. The timeline to process each request varies based on the nature of the data requested
- CPS makes available a large amount of school and district level data on their website without any required approval or action by the researcher – access data [here](#)
- All requests for secondary data must be submitted to the External Research Office using the **Data Request Form in IRBManager**
- There should be a **clear link between the research question and the data requested**. Consent forms must also be explicit about the data that will be requested
  - This means that specific time-bound data elements to be requested (e.g. grades, SAT scores for School Year 2021-2022) should be explicitly listed within the consent form
- In general, **administrative data should only be requested for the current school-year**. Research projects involving multiple years of administrative data should be re-consented for every year that the researcher hopes to request

# Secondary Data Request Form

- The data request form requires researchers to provide the following information:

## RRB approval/acknowledgement

- If your research is connected to an RRB approved research proposal or an executed data-sharing agreement, you must upload proof of approval and/or the agreement/contract

## Project description

- Analysis to be completed, methodology, intended audience, dissemination of results and end date

## Sample population

- Grades, school names/ID's, years, cohorting, etc.

## Data requested for analysis

- You will be asked to be as specific as possible about the type of data you are looking for. For example, if you want student assessment data, you must specify which assessment, and what academic years and grade levels you want that assessment data for

## If requesting student level data:

- Copy of IRB approved consent forms, list of student for whom parental consent has been obtained

## Requested file format

- SAS datasheet, Excel spreadsheet



# Secondary Data Request Fulfillment & Restrictions

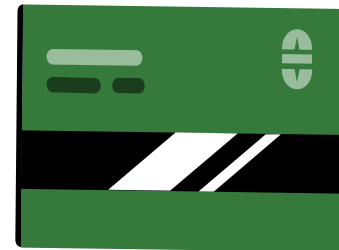
- Upon submitting a completed data request, you will be contacted by a member of the data team to discuss the details of your request. CPS reserves the right to deny the request
- If it is fulfilled, upon completion, data will be sent securely through the CPS secure file sharing site. Expect data delivery no sooner than **six (6) weeks** after being contacted by the CPS data team about the request
- In accordance with Board policy, the **researchers may not request data directly from schools or departments**. All data requests must be submitted to the Central Office for handling
- Researchers may not receive personally identifiable student level data unless the researcher also provides the central office with
  1. Written evidence that the parent or student, as appropriate, has consented to the release of student records; or
  2. An applicable legal agreement between CPS and the researcher

# Application Costs



# Payment to CPS

- All applications to conduct primary research or requests for secondary data are subject to a \$50 processing fee. This fee must be received before review of the application can commence
- CPS assumes no financial contribution to the project by the district



# Key Takeaways

1

Lurie IRB Review  
vs CPS RRB Review

Lurie IRB review should occur **prior** to CPS RRB review

2

Primary vs.  
Secondary  
Research

Primary research requires RRB review; secondary data requests do not. Be sure to familiarize yourself with CPS review requirements and what types of research activity constitute primary vs. secondary

3

CPS Support

It is recommended to work closely with the CPS community and engage a CPS supporter when designing your research study, submitting to the RRB, and conducting the research

# Resources

- **CPS Website**

- [Conducting Research](#) (Webpage)
- [Guidelines for External Research and Data Collection in Chicago Public Schools](#) (PDF)

- **IRBManager**

- [User Guide](#) (PDF)

- **Researcher Toolkit**

- [Lurie IRB Resources](#) (Webpage)

