



OCPS Employee Graduate Student Course Assurances

Please read and sign this form prior to beginning your project. Email your completed form or contact us with any questions at research@ocps.net.

Graduate Student Name: _____ OCPS Personnel #: _____

Graduate Advisor/Chair Name: _____ Email: _____

Name of College/University: _____

Course No. and Title: _____

Project Title: _____

As a graduate student involved in the project identified above, I commit to the following assurances:

1. **Accessing Information/Data Collection.** Complying with the OCPS Research department's protocols and procedures in accessing information or collecting data.
 - a. Scope is limited to an OCPS employee's individual school, department, or immediate community.
 - b. No external data request is made of the OCPS Research department. For example, only data generated from routine work or existing records resulting from routine work (limited to the OCPS employee's individual school, department, or immediate community) can be used.
 - c. No data is produced, maintained or used in a manner inconsistent with FERPA, PPRA, HIPAA or other district policies.

2. **Human Subjects/Research.** Participating in human subjects/research training. For example, found at <https://about.citiprogram.org/en/homepage/> and through most universities. Another resource is an online training provided by PHRP (Protecting Human Research Participants) at <https://phrptraining.com/>. Finally, archived materials from the Office of Human Research Protections (OHRP) are available for free at <https://www.hhs.gov/ohrp/education-and-outreach/human-research-protection-program-fundamentals/index.html/assurance-training> and there is a printable certificate. OHRP offers this comprehensive training for the research community on human research protections based on the requirements of the revised Common Rule (or the 2018 Requirements). A printable completion certificate is available at the conclusion of the lessons so viewers can document completion for their records. *Please submit a copy of your training certification to the Research department.*

3. **Research Methodology.**

- a. Evaluation design. Conducting sound evaluation design to address intended questions.
 - b. Analyzing/Synthesizing Information. Using appropriate analysis of qualitative/quantitative data.
4. **Not Using Results for Published Works.** Findings resulting from an investigation will not be used in any current or future presentations outside of graduate coursework or for publications external to OCPS.
5. **Ethical Research Practices.**
- a. Protecting the rights and welfare of participants.
 - b. Not using deception of any kind in this project.
6. **Permissions.** Obtaining permission from the graduate course advisor/chair and site administrator (most often a principal) prior to initiating research at OCPS locations.
7. **Communication.** Reporting to the graduate course advisor/chair, site administrator, and Research department regarding unanticipated adverse events, unforeseen problems, and complaints. You may contact the Research department via email at research@ocps.net or by calling Deborah Mazzeo, Senior Administrator, at 407.317.3200, ext. 200-2737.
8. **Data Storage/Analysis/Transfer.** Storing and analyzing all data on a secure OCPS computer. Data for this project will be transferred to another device or computer via external storage, email, or other means ONLY in aggregate form for the privacy and protection of personal identities.
9. **Data Safety/Security.** All data collection will have a data safety and security plan in place.

Note: You will receive an email from the Research department to schedule a brief conference call with the director to discuss your request. **Please be aware that research activities cannot occur until a Research Notice of Approval (R-NOA) is granted by OCPS.** After the conference is completed and your project approved, you will receive an email from the Research department with the formal R-NOA as an attached document within seven business days.

Graduate Student Signature: _____ Date: _____