Data Request Approval Process

All requestors are to submit the Confidential Data Request Application. Incomplete or insufficient applications will be rejected. The Research Collaborative Internal Review Board (IRB) reviews each proposal in the order it was received. Several criteria are utilized to determine whether to approve a request including, but not limited to:

- *Research* – Request must be a formal investigation designed to develop or contribute to generalized knowledge.

- *Legitimate educational interest* – Request must be an endeavor meant to further the understanding of educational practices, methods, and/or theory that is expected to be analyzed through formal, accepted research practice and the results of which will be disseminated in a manner as to benefit the educational community and/or general public.

- *Relevance* – Requests are evaluated to determine how well they support the Research Agenda. This also includes an evaluation of the research methodology.

- *Capacity* – Requests are considered within the context of the work effort required to fulfill it and resource availability.

The IRB encourages requestors to consider the time involved in this process. Evaluation periods are once a month, and depending on the order in which it was received, requests may roll over to one or more evaluation periods before being approved or denied. The IRB may defer consideration of an application if the IRB has questions for the requestor. In the event a request is denied, specific reasons shall be given and if appropriate, may include information concerning possible remediation.

Once approved, the research proposal enters a queue with other approved requests. The Research Collaborative is committed to providing data for approved requests as soon as possible; however, from time-to-time priorities require modification to address concerns from the Governor, Legislature, State Board of Education, and state or federal reporting requirements. These modifications to workloads often cause unforeseen delays in the delivery of data for research projects.

Once data is delivered, a representative from the IRB will stay in contact with the requestor. Outreaches may include, but are not limited to:

- Requests for an updated IRB approval, preliminary results, final results and/or data destruction if submission has not occurred
- Methodology review
- Requests for a listing of publications
- Presentation and collaboration opportunities