

NASP Workgroup Research Procedures

*Requests for Approval of Workgroup Research
by the Research Committee*

The NASP Research Committee is responsible for reviewing all research projects by NASP workgroups (e.g., committees, boards, task forces, etc.). All NASP workgroups must receive prior approval from the Committee before undertaking any research, regardless of the method of data collection used (e.g., e-mail, U.S. mail, telephone). All resulting data derived from research conducted by a NASP workgroup, and/or conducted at the request of NASP, will be owned, in part, by NASP.

Requirements

1. The researcher who is making the request must be a member of NASP and a member of the workgroup that is sponsoring the research.
2. If the request is submitted by a workgroup member other than the chair or co-chair, the chair or co-chair of the workgroup must sign off on the research.
3. If another organization will be collaborating in the research with the workgroup, a signed written agreement between the NASP workgroup and the outside organization must accompany this request for approval.
4. The researcher must provide evidence of having met federal standards regarding research with human participants by submitting documentation of approval by their Institutional Review Board for the Protection of Human Participants (IRB).
5. The research must make a meaningful contribution to NASP, the field, or relevant constituencies.
6. The research must be conducted in accordance with well-established research methods.
7. The number, timing, method, and content of the research must not conflict with the NASP Strategic Plan or negatively impact participants.

Procedures for Requesting Approval to Conduct Research

1. Submit a written request to the NASP Director of Research at least four weeks in advance of the planned start of the research. The request must include the following information:
 - A. Brief research proposal. Provide the following information, using these section headings.
 - a. **Title of Investigation.**
 - b. **Principal Investigators.** Provide your name, affiliation, and complete contact information. Identify the lead researcher and provide his or her affiliation and complete contact information. Provide the names and affiliations of all other research team members. Specify the workgroup affiliation of the investigator(s).

Sections c through i should not exceed 750 words

- c. **Purpose of the Research.** Describe briefly.

- d. **Research Questions.** List each question. Be specific.
 - e. **Method.** Describe the study method and procedures concisely. State whether the collected data will be anonymous or confidential, and describe plans to maintain the privacy of participants.
 - f. **Sample.** Indicate size and characteristics (e.g., 1,000 randomly selected regular members).
 - g. **Benefits of the Research.** Briefly describe the likely benefit to the profession of school psychology and/or those who are served by it.
 - h. **Potential Risks of Participation.** Briefly describe any potential risks to participants, and methods that will be used to minimize these risks. Potential risks of participation exist in any investigation; describe how these will be minimized.
 - i. **Potential publication outlets** (journal, CQ, etc.).
- B. Appendix of all surveys, questionnaires, and other instruments.
 - C. All other forms to be used, including cover letter(s), consent forms, and postcards.
 - D. Documentation of approval by your Institutional Review Board for the Protection of Human Participants (IRB), if applicable.
 - E. Signed written agreement between NASP and representatives of participating outside organization(s), if applicable. This form must be signed by the workgroup chair and representative(s) of all outside organization(s) that are involved. This document must, at a minimum, specify ownership of the data collected and authorship of any publications that result from the research.

2. The research proposal, survey or other instruments, and other forms (items A, B, and C) must be submitted electronically (e.g., Word, PDF) in an e-mail attachment. Documentation of IRB approval (if applicable) and the signed agreement (if applicable), items D and E, may be submitted electronically (e.g., scanned and saved as PDF documents), faxed, or sent by U.S. Mail. When all required documents have been received, they will be forwarded to the Research Committee for review. **Submit all items to the NASP Director of Research:**

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Requests will be reviewed within four weeks of submission and will be denied, approved, or approved pending receipt of revisions. In case of a denied request, the Research Committee will provide a written explanation for its decision. For more information, please contact the NASP Director of Research by e-mail.