NYC Department of Education

Research Proposal Submission Form
All fields marked with an asterisk are required

Date* [   ]   Request Type* [   ]   Professional Position* [   ]

Salutation* [   ]   Last Name* [   ]   First Name* [   ]

Mailing Address* [   ]

[   ]   Room/Suite [   ]

City* [   ]   State* [   ]   Zip Code* [   ]

Home Phone* [   ]   Work Phone [   ]   Cell Phone [   ]

Email Address* [   ]

If candidate for degree, select [   ]   Mentor [   ]

University / Professional Affiliation or Institution's name
[   ]

Department [   ]

Address [   ]

City [   ]   State [   ]   Zip Code [   ]

Affiliation Type* [   ]   Area of Research* [   ]

Title of research study*   *300 characters maximum*
[   ]

List test, questionnaires, interview schedules and other evaluation instruments. If None, enter N/A.*   *300 characters maximum*
[   ]

If relevant, identify specific data requests. If none, enter N/A.*

300 characters maximum

Estimated duration of study

Study subjects:

Students -- How many?

Faculty/Administration -- How many?

Other - Explain   -- How Many?

Schools where the study will take place. Enter N/A if not applicable.*

Before you submit the form, make sure that you are ready to attach **your proposal**** as well as any additional documents to your email.

**You can speed up the approval by checking to make sure all necessary parts of the proposal are included and that the materials to be reviewed are clear and legible.

Have you provided?
a statement of the objectives of the research
a brief literature review
a list of your research hypotheses
a discussion of your proposed methodology
a detailed data analysis plan
a statement of risks and benefits
a comprehensive description of all procedures, including the number of subjects and time required
copies of all instruments that will be used for data collection
a sample letter of invitation to the principals
sample consent and assent forms
IRB approval from your University/Institution

NOTE: After selecting "Submit by E-Mail" this form will be converted to XML format, which may include unrecognizable code and content. This is the preferred format - it is the only format compatible with our database. Do not submit the form as a PDF or Word document.