UOTEACH POLICY FOR CONDUCTING PRIMARY RESEARCH

Overview

The central purpose of UOTeach is the preparation of University of Oregon graduate students to receive Oregon k-12 teaching licenses. UOTeach is an Oregon approved teacher education program for general education K-12 preliminary teaching licenses with added endorsement focus in specific subject areas. The Teacher Standards and Practices Commission (TSPC) of Oregon issues teaching licenses for the State of Oregon. This is a government institution in Salem, Oregon with responsibility for licensing all Oregon educators. TSPC requires all new teachers to complete an approved teacher education program to obtain the Oregon Preliminary Teaching License.

There is no unrestricted right to access UOTeach students, staff, field placements, facilities or data for research purposes. Access is granted when determined to be in the best interest of the UOTeach graduate program’s students as determined by the research review committee. If access is granted, a researcher may only access the specific data approved by the University of Oregon human subjects approved application.

Research Review Committee

The research review committee consists of the Education Studies department head, the director of UOTeach, the director of Educational Foundations, the director of the CSSE doctoral program and the Dean’s TSPC commission appointee who oversees all teacher licensure accreditation concerns for the COE.

This committee is chaired by the UOTeach program director who will gather all necessary materials from research applicants and organize the Research Review meeting date for all research requests. These reviews and approvals will be done online where there is unanimous consent to the approve or deny the request.

Program Criteria for Research

1. The proposed research is aligned with UOTeach priority and goals
   a. providing successful academic preparation of candidates for an Oregon teaching license
   b. providing comprehensive coursework in education and curriculum
   c. supporting a learning environment conducive to academic and professional success

2. The proposed research should not intrude upon instructional time or disrupt the educational process.

3. The research is not duplicative or unnecessarily burdensome to teacher candidates or program faculty and personnel

4. The proposed research provides the Research Review Committee with an explicit set of departmental protocols for the protection of student privacy to ensure compliance with FERPA.

5. The proposed research provides the Research Review Committee with the IRB in draft form and the final approved IRB prior to the start date of the research.
Process for Research Applicant

Research applicant must submit a two page [Primary Research Initial Request] no less than one term prior to the term they are intending to obtain IRB approval. This is the first step in this process. (See appendices 1 below)

This request will be reviewed by the UOTeach Research Review Committee. This committee will respond with one of the following: 1. clarification questions, 2. approval to move forward with the application or 3. denial of request to the applicant within 4 weeks of the initial request.

Once an initial request is moved forward the applicant can go through the IRB process. While completing the IRB they should simultaneously prepare the supplemental information in the [UOTeach Formal Research Application] for submission. (see appendices 2 below)

Research Application Timeline

<table>
<thead>
<tr>
<th>Related Activity</th>
<th>Estimated timeline</th>
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<tbody>
<tr>
<td>Submit Primary Research Initial Request</td>
<td>A minimum of 1 academic term (10 weeks) prior to planned project.</td>
</tr>
<tr>
<td>Meeting with Program Director to Review Request</td>
<td>Two to four weeks following submission.</td>
</tr>
<tr>
<td>Respond to Feedback on Request</td>
<td>TBD by researcher.</td>
</tr>
<tr>
<td>Submit Formal Research Proposal</td>
<td>TBD by researcher.</td>
</tr>
<tr>
<td>Research Review Committee reviews Formal Proposal</td>
<td>Two to four weeks upon receipt.</td>
</tr>
<tr>
<td>Provide Feedback on Proposal</td>
<td>Two to four weeks following submission.</td>
</tr>
<tr>
<td>Submit IRB</td>
<td>TBD by researcher</td>
</tr>
<tr>
<td>Present IRB Approval to Program Director</td>
<td>Upon approval by IRB</td>
</tr>
<tr>
<td>Initiate Research</td>
<td>Upon written acknowledgement/approval by program director.</td>
</tr>
</tbody>
</table>
Research Submission Contact Information

Primary Research Requests and Inquires about Primary Research in UOTeach should be directed to the UOTeach Program Director or the Department Head of the Department of Education Studies.

Contact information:

Julia Heffernan, Ph.D.
UOTeach: Graduate Director of Curriculum and Teaching
jheffern@uoregon.edu

Edward Olivos, Ph.D.
Department Head
Department of Education Studies
emolivos@uoregon.edu

UOTeach Research Review Committee¹

Julia Heffernan, Ph.D.
Graduate Director of UOTeach Licensure Program

Edward Olivos, Ph.D.
Department Head, Department of Education Studies

Alison Schmitke, Ph.D.
Undergraduate Degree Program Director

Lisa Mazzei, Ph.D.
Doctoral Director of Critical and Sociocultural Studies in Education

Julie Wren, Ph.D.
Director of Institutional Assessment, Office of the Dean

UO Office of Research Compliance

Sheryl Johnson, CIP, CHES
Director
Research Compliance Services
University of Oregon
Phone: 541-346-3106
Email: sherylj@uoregon.edu
Web: www.rcs.uoregon.edu

¹ The EDST undergraduate Educational Foundations program will use the same policy for conducting research. The one distinction between the programs is the elimination of the need for the Director of Institutional Assessment (Julie Wren) from the Research Review Committee for undergraduate research projects.
Application to Conduct Research Cover Sheet

☐ I am a graduate student seeing to conduct research in UOTeach in order to fulfill an academic degree or course requirement. I understand that the information provided in this research request will be reviewed by the UOTeach Research Review Committee for UOTeach to consider my request to conduct research of students, faculty, curriculum, or other aspects of this program.

Or

☐ I am faculty seeking to conduct research in UOTeach. I understand that the information provided in this research request will be reviewed by the Research Review Committee for UOTeach to consider my request to conduct research of students, faculty, curriculum, or other aspects of this program.

I understand that upon clearance of this Initial Request I will be required to go through the New Research Application Process where my final materials will again be verified by the Research Review Committee.

I understand that I am not to conduct any research within the UOTeach program until I have final approval from the Research Review Committee.

Print Name / Title or Advisor / Institution / Dept.

________________________________________
Signature

________________________________________
Date

________________________________________
Contact information cell/email
1. Date:

2. Proposed Title of Study:

3. Core Subject of Research: (drop down menu) teachers, math curriculum, science curriculum, clinical practice, etc.

4. Researcher Name/title:

5. Email:

6. University:

7. College/Department:

8. Advisor name and email if applicable:

9. Proposed study subjects/participants:
   - Students
   - Instructors
   - Supervisors
   - Clinical Partners
   - Administrators
   - Other ________

10. Summary of study (200 words)

11. Research question/s:

12. Rational of UOTeach as Research Site (200 words)

13. Brief description of research activities including timeline and involvement of UOTeach students and staff (300 words)

14. Supporting Documents: Any letter/s of support (advisor or other)
The initial research request for the project titled: 

Submitted by: 

<table>
<thead>
<tr>
<th>Approval:</th>
<th>Prepare materials to move forward to formal proposal and IRB see timeline below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Approval:</td>
<td>Need more information see notes below</td>
</tr>
<tr>
<td>Denial:</td>
<td>This project is not approved for the UOTeach program see notes below</td>
</tr>
</tbody>
</table>

Reviewer: 

Review Date: 

Specific proposal areas to address:  

Specific program timeline demands:  

Recommendations related to denial:
Final Research Proposal Table of Contents: Outline

I. Application to Conduct Research Cover Page
II. Approved IRB
III. Supplemental Program Information for Formal Proposal
   i. Identified benefit of Study to Participants and to Program (including incentives)
   ii. Identified burden of participation in study to participants and to program
   iii. Additional Details Related to Compliance Plan for FERPA
        When the researcher is a graduate student or faculty within the department associated with UOTeach, it is necessary for the research application to explain in detail how student confidentiality and student assessment will be addressed during and following the project.
   iv. Explicit Timeline of Research Conduct in Relation to Program Staff, Students, and Curriculum

**UOTeach Research Review Committee Notes:**

Specific proposal areas to address:

Specific program timeline demands:

Recommendations related to denial:
Project titled: __________ (name of research project)____________________
Submitted by:___(name of proposing scholar)______

UOTeach Research Review Committee

Signature_____________________________ Date________________
Julia Heffernan, Ph.D.
Graduate Director of UOTeach Licensure Program

Signature_____________________________ Date________________
Edward Olivos, Ph.D.
Department Head, Department of Education Studies

Signature_____________________________ Date________________
Alison Schmitke, Ph.D.
Undergraduate Degree Program Director

Signature_____________________________ Date________________
Lisa Mazzei, Ph.D.
Doctoral Director of Critical and Sociocultural Studies in Education

Signature_____________________________ Date________________
Julie Wren, Ph.D.
Director of Institutional Assessment, Office of the Dean

☐ Approval: Research may begin following submission of IRB approval
☐ Pending Approval: Need more information see notes on the following page
☐ Denial: This project is not approved for the UOTeach program see on the following page