

## APPENDIX A APPLICATION AND SCOPE OF WORK INSTRUCTIONS

### I. Scope of Work

Provide a description of the research study for which the Research Entity is requesting data per this Agreement to Conduct Independent Research. Include a description of the research questions being addressed, the purpose of the study to be conducted, as well as a description of any reports expected to be generated as a result of this research study. Note that the Oak Ridge Schools' Independent Research Agreement requests the researcher to provide ORS with updates on the list of research studies for which the data shared is being used. Additionally, the Independent Research Agreement requires that the Research Entity execute a new Agreement *every* calendar year while the research continues.

### II. Estimated Project Timeline

Provide a description of the estimated timeline for the research study supported by this Independent Research Agreement. Note that the Agreement requires the researcher to identify an effective end date for the research. Include in this description the estimated time frame needed to destroy or return the data in accordance with the Agreement. Any extensions to the effective end date or the time frame for destruction or return of the data will require an addendum to the original Agreement signed by the Director of Schools for the Oak Ridge Schools.

### III. Authorized Representative

The Independent Research Agreement requires the Research Entity to designate, in writing, a single authorized representative who must be a natural person and who shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to this Agreement, including confirmation of the completion of any projects and the return or destruction of data as required by the Agreement.

Provide the following information for the designated Authorized Representative:

Authorized Representative:

*(Name)*

*(Title)*

*(Business Address)*

*(Home Address)*

*(Business, Home and Mobile Phone Numbers)*

*(Business and Home Email Addresses)*

**IV. Description of Data Being Requested**

Provide a detailed description of the data elements requested per this Independent Research Agreement. Include in your description information about the years of data being requested, the educational entities for which you would like data (i.e., all schools, specific schools, specific types of schools, etc...), and the specific data elements being requested for this research study.

**V. Proof/Documentation of Institutional Review Board Approval**

Provide all necessary Institutional Review Board (“IRB”) documentation if required by law or regulation for the specific research project. If the research project does not require IRB approval, please provide proof or a detailed explanation as to why no IRB approval is required