**Administration Permission Form: Conducting Research in an Educational Setting**

* **In order to conduct a research study in an educational setting, it is necessary that you obtain permission from the appropriate administrator (i.e. principal, director, district supervisor). You can approach the administrator by phone, email, or in person. You will need to provide the Board with documentation verifying that you obtained approval from the administrator. Please see the categories below for more instructions.**
* **Please provide the administrator with a copy of this form, any accompanying documents, and a copy of your protocol for his or her records (if the administrator does not already have a copy).**
* **Please keep a copy of this form and all accompanying documents with your ERC materials.**
* **PLEASE RETURN A COPY OF THIS FORM TO THE KABU\_ERC OFFICE. COMPLETION OF THIS FORM IS A CONDITION OF YOUR APPROVAL OR EXEMPTION. THE BOARD RESERVES THE RIGHT TO CLOSE THE STUDY IF THIS FORM AND ALL APPROPRIATE DOCUMENTS ARE NOT RECEIVED PRIOR TO DATA COLLECTION.**

**Current Protocol Information**

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| --- | --- |
| KABU\_ERC Protocol Number: |  |
| Protocol Title: |  |
|  |  |
| Principal Investigator: |  |
| Educational Setting (where study will be conducted): |  |
| Administrator (name and position): |  |
| Administrator’s email address: |  |
|  |  |

**I received permission from the administrator to conduct my study: (Please mark an “x” next to your answer)**

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|  | **By Phone:** Prior to talking to the administrator, draft a script of what you will say. When you talk to the administrator, please document what was said. Provide the board with your approach script and the documentation of the phone call. | |
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| Date and Time of the phone call: | |  |
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|  | **By Email/ Letter/ Fax, etc.:** Please attach a printed copy of the document to this form. The documentation needs to include both your approach and the administrator’s response. | |
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|  | **In Person:** Prior to talking to the administrator, draft a script of what you will say. When you talk to the administrator, please document what was said. Provide the board with your approach script and the documentation of the meeting. | |
|  |
| Date and Time of the meeting | |  |

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| **Signature of Principal Investigator** | **Date** |