

## APPLICATION CHECKLIST

Please call **Dr. Cathy Malerba** at **512-414-3565** or email [externalresearch@austinisd.org](mailto:externalresearch@austinisd.org) if you need the names of appropriate contacts or other information about the process of conducting research and evaluation in AISD.

Check the boxes below to be sure you have completed all steps.

- You have completed all items/questions on the *Application for Research and Evaluation* **and** the *Access to Confidential Data Form*.
- Both the Main Project Contact Person/Student and the Project Director/Supervising Professor have signed the last page of the *Application* **and** the *Access to Confidential Data Form*.
- Proposed start date is at least three (3) months from your submission date if your project includes a curricular or service program or professional development OR at least one (1) month from your submission date for other projects.
- Proposals for research involving students, teachers, and administrators are submitted before December 1<sup>st</sup> for the current school year. Curricular, service and professional development proposals are submitted by November 1<sup>st</sup> of the current school year.
- You have submitted copies of any surveys and other measures that might not be familiar to reviewers.
- You have submitted copies of all staff and parent/guardian consent forms and, if applicable, student assent forms.
- You have provided any materials that will be given to parents/guardians in both English and their anticipated home language
- You have written a check to AISD for the \$25 application-processing fee. *Please note: AISD is unable to accept cash or electronic forms of payment.*
- Email the *Application*, scanned copies of the *Application* signature page and *Access to Confidential Data Form* (if possible), parent/guardian consent forms, student assent forms, and copies of surveys/other measures to [externalresearch@austinisd.org](mailto:externalresearch@austinisd.org)
- Mail payment (along with signed forms and application materials if electronic submission is not possible) to:

Ms. Kim Vasquez-Moreno  
Department of Program Evaluation  
Austin Independent School District  
1111 W. 6<sup>th</sup> Street, Suite D-350  
Austin, TX 78703

Or by fax 512-414-1707