

Committee for External Research Review (CERR)

Announcements

If your proposal is approved and...

- You need data not currently available in the [LAUSD Open Data Portal](#), you will be required to complete a Data Use Agreement, which will be sent to you soon after your research proposal is approved by CERR.

Completed Research Project Requirements

- All researchers are required to submit their findings to CERR, in a practitioner-friendly format, such as: infographic, presentation slides, or summary of findings.

Interested in Conducting Research at LAUSD?

The **Committee for External Research Review** (CERR), led by the [Strategic Data and Evaluation Branch](#), reviews, approves, and monitors all research conducted in the Los Angeles Unified School District (LAUSD). If you are looking to conduct research inside LAUSD schools or plan on contacting anyone associated with the District (administrators, teachers, parents, students) as part of your research study or evaluation, you must submit a proposal to CERR for review and approval. If your research study or evaluation requires individual-level data (e.g., student or staff), you will be also required to submit a Data Use Agreement to the Data Privacy, Analysis, and Reporting Branch (DPAR) for review and approval. If you only need school- or district-level data, you will find a wide array of publicly-available information regarding the work of LAUSD and its impact on students, teachers, principals and parents in the LAUSD Open Data Portal: <http://opendata.lausd.net>

Please be aware that the proposal and approval process can take several weeks to complete so CERR strongly encourages researchers to plan accordingly.

If you have any questions about CERR or the research proposal submission process, please email the [CERR Team](#). You can also call (213) 241-4100.

Research Proposal Submission Window

No late submissions will be accepted. Researchers who miss the submission window will be encouraged to apply during the next submission window which opens in July. CERR only

processes District-sponsored research projects and projects conducted by LAUSD employees who are pursuing PhD, EdD, or master's degrees outside of submission windows. For more information regarding late submission exceptions, please contact the [CERR Team](#) or call (213) 241-4100.

Due to the difficulties experienced by our school and District communities, only those research projects found by program decision-makers to be of concrete and timely benefit to the District will be approved. CERR, in concert with program staff, will determine the benefit to the District proposed by the researcher(s).

In addition, please note that we are NOT accepting proposals from graduate students who wish to distribute and collect surveys. Graduate students may still submit proposals that focus on qualitative research and/or administrative data (quantitative).

Submitting Research Proposals

LAUSD employees and external researchers who aim to conduct research in the District to fulfill their EdD or master's program requirements should thoroughly review the LAUSD Research Guidelines webpage (below) and CERR approval process documents related to **action research** not standard CERR approval process documents. After researchers have reviewed all necessary materials, they should submit their application via the "Action Research Submission" link.

All others who seek to conduct research in the District (including LAUSD employees or external researchers who are PhD candidates) should review the [LAUSD Research Guidelines](#) webpage and all documents related to the **standard** CERR approval process. Once applicants have reviewed all necessary documents, they should submit their application via the "Standard Research Submission" link, which is only available during the submission windows.

Proposals submitted during submission windows will go through an initial review within 15-30 working days from the date the submission window closes. However, approval requires program input so plan your research study period accordingly.

LAUSD Research Guidelines

Prior to submitting your research proposal, **it is important for the researcher to review all instructional or advisory guides described in detail in the LAUSD Research Guidelines as described below, including the ethical and legal principles of conducting research at LAUSD.**

I. General Principles

Research conducted in LAUSD or with its resources must be justified in terms of the anticipated benefit to the District and not merely to the advancement of knowledge. LAUSD encourages research aligned with the 2022–2026 Strategic Plan:

<https://sites.google.com/lausd.net/lausdstrategicplan/home>

Research should be designed to answer well-formed research questions of educational importance, and it should use methods that are appropriate to the research questions. Elements of the research design, including the theoretical framework, hypotheses, sample selection, instruments, and analysis plan should support the goals of the research, and it is the responsibility of the researcher to communicate these things clearly in the proposal. Even research that imposes no risks may be rejected by the review committee if they judge it to be poorly designed, described, or justified.

While LAUSD recognizes the value of high-quality research for improving education and serving the needs of future generations of students, the District staff have legal and ethical obligations that require oversight of research activities conducted with District resources (such as data, facilities, employee time, and access to students). These obligations include:

- Protecting students and employees from risk of harm, violations of rights, and losses of privacy
- Protecting the educational process from unwarranted distractions and interruptions
- Protecting public resources including data from misappropriation for private or unjustified use

Due to the difficulties experienced by our school and District communities, we will be approving only a select few proposals from every submission window. Only those research projects found by program decision-makers to be of concrete and timely benefit to the District will be considered. CERR, in concert with program staff, will determine the benefit to the District proposed by the researcher(s).

In addition, please note that we are NOT accepting proposals from graduate students who wish to distribute and collect surveys. Graduate students may still submit proposals that focus on qualitative research and/or administrative data (quantitative).

CERR approval does not impose any obligation on any person, school, or office to cooperate with researchers. Researchers bear responsibility to inform potential respondents of the anticipated benefits and burdens in obtaining their consent. Of course, no research may be conducted at a school site without the informed approval of the principal. Please be aware all data collection with staff (outside of observations) must take place outside of paid time and that staff should be apprised of this fact during recruitment. **All data collection with students (other than observations) must take place outside of instructional time.**

Depending on the research design, substantial time and effort may be required for LAUSD staff to provide requested data with the appropriate selection and matching of records and concealment of personal identities. Upon approval of the submitted proposal, the researcher will receive an estimate of the time and anticipated costs associated with LAUSD providing requested data for the study.

II. Legal and Ethical Principles

A. Legal Protections

Although this committee does not function as an institutional review board (IRB), as a school district, we must require that all research within the District adhere to federal regulations regarding family and pupil rights, privacy, and protection. In addition, we must require that all research within the district adhere to federal guidelines regarding the protection of human subjects. Although we rely to an extent on approval from your organization's IRB to ensure you have taken all necessary steps to protect human subjects involved in your research, our own guidelines may go above and beyond those of your IRB. Therefore, each researcher should become familiar with these guidelines before submitting a proposal to our committee.

Federal Policy for the Protection of Human Subjects (34 CFR Part 97) This policy is found in the regulations of various departments, but the Department of Education version differs slightly from the DHHS version often cited by researchers and institutions. It can be found at <http://www.ed.gov/policy/fund/reg/humansub/part97.html>

One subsection in particular should be noted, Additional ED Protections for Children Involved as Subjects in Research: <http://www.ed.gov/print/policy/fund/reg/humansub/part97-3.html>

Note that research involving "normal educational practices" is exempt from IRB review under 34 CFR Part 97.101(b)(1). However, 34 CFR Part 97.101(b)(2) makes it clear that survey and interview procedures are not included in the definition of normal educational practices. For such procedures, what is required for exemption from IRB review is that information be

recorded in a such a manner that human subjects cannot be identified, and that any disclosure outside of the research cannot reasonably be damaging to the subjects' financial standing, employability, or reputation.

Because of the special relationship that schools have with students and their families, the Family Educational Rights and Privacy Act (FERPA: 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA: 34 CFR Part 98) impose stricter requirements on the District than those imposed on researchers by IRB review or its exemption. These rules may be found at

PDF:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/2012-final-regs.pdf

HTML:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Due to the possibility of FERPA violations due to increased numbers of students being schooled via Distance Education, it will also be important to study the following website: <https://studentprivacy.ed.gov> as it addresses virtual learning and human subjects protections.

Before research may begin in LAUSD, one of the following must be submitted to Committee on External Research Review:

- In the case of research subject to Institutional Review Board (IRB) review, the researcher must submit a copy of the IRB submission along with the LAUSD proposal, and provide the Committee on External Research Review with a copy of the **IRB approval letter** before beginning research.
- In the case of research exempt from IRB review, the proposal must include documentation from the institution clearly delineating reasons for such an exemption.
- In the case of research not affiliated with any institution subject to IRB requirements, the researcher is encouraged to obtain an IRB from an external institution. The proposal must include persuasive evidence that the researcher has carefully considered the potential risk to human subjects, especially students and families, and has ensured the appropriate protections in the research design.

In accordance with our guidelines, please provide additional information to address the second and third bullets. The proposal should identify the protections relevant to working with students and student data. If the research involves contact with students other than normal educational practices, student and parent consent forms must be included. Note that even with parental consent, minors in school settings must be given the opportunity to assent or refuse to participate in research activities other than routine educational practices.

B. Ethical Principles

We expect researchers to abide by the code of ethics for their respective disciplines. As a general guideline, we offer the following principles. These principles have been adapted from the American Psychological Association's (1992) Ethical Principles of Psychologists and Code of Conduct. The entire code is available at <http://www.apa.org/ethics/code.html>.

Familiarity with Ethics Code. Researchers have an obligation to be familiar with applicable ethics codes and their application to research. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

Compliance with Law and Standards. Researchers plan and conduct research in a manner consistent with federal and state law and regulations, as well as professional standards governing the conduct of research, and particularly those standards governing research with human participants.

Informed Consent to Research. Researchers use language that is reasonably understandable to research participants in obtaining their appropriate informed consent (except when consent is waivable). Such informed consent is appropriately documented. For persons who are legally incapable of giving informed consent, researchers nevertheless (1) provide an appropriate explanation, (2) obtain the participant's assent, and (3) obtain appropriate permission from a legally authorized person, if such substitute consent is permitted by law.

Minimizing Intrusions on Privacy. In order to minimize intrusions on privacy, researchers include in written and oral reports, consultations, and the like, only information germane to the purpose for which the communication is made. Researchers discuss confidential information obtained in schools, or evaluative data concerning students, teachers, and other research participants, only for appropriate scientific or professional purposes and only with persons who are clearly concerned with such matters and have pledged to uphold confidentiality.

Standard CERR Approval Process

Please download and thoroughly review the CERR Approval Process document, embedded below, prior to submitting your proposal. This document outlines LAUSD’s legal and procedural requirements for research (e.g., strategies for recruitment or data collection). **Any proposal not adhering to the guidelines specified in this document will not be considered.**

During the open submission window, the proposal submission link can be located at the bottom of this webpage.

Anyone wishing to conduct research in the Los Angeles Unified School District (LAUSD) must obtain approval from the Committee for External Research Review (CERR). Only proposals for research that will result in a clear and direct benefit to the district will be approved. If you have any questions, please contact the [CERR Team](#).

2024 Application Windows:

We will be accepting proposals to conduct research involving LAUSD resources for one week in:

- **January**
- **April**
- **July**
- **October**

No late submissions will be accepted. Researchers who miss the submission window will be encouraged to apply during the next submission window. CERR only processes District-sponsored research projects outside of submission windows. For more information regarding District-sponsored research projects, please contact Carolin Alexander or call (213) 241-4100.

Due to the difficulties experienced by our school and District communities, only those research projects found by program decision-makers to be of concrete and timely benefit to the District will be approved. CERR, in concert with program staff, will determine the benefit to the District proposed by the researcher(s).

Submission Window	When can data collection start?
January	Late spring semester (e.g., April) or later
April	Summer session or later
July	Late fall semester (e.g., October) or later
October	Late winter (e.g., February) or later

In addition, please note that we are NOT accepting proposals from graduate students who wish to distribute and collect surveys. Graduate students may still submit proposals that focus on qualitative research and/or administrative data (quantitative).

A. General Directions

This process and form are for External Research Requests, to be used by all research entities requesting to conduct research within the District, including employees who aim to conduct research as university students.

Please review the following CERR Approval Process document for the online research proposal submission form as these items are required for completing the form. Footnotes with **red text** describe District legal and procedural requirements regarding research. CERR expects researchers to proactively address District requirements in their proposals. For more information about research requirements, please see the FAQ linked in the right panel of the webpage. Proposals that do not adhere to the format (e.g., are missing required documents) or address legal or procedural requirements delineated in the guidelines will not be considered for review.

We strongly recommend you complete the research proposal submission form's sections in this Microsoft Word document, save it, and then copy and paste the text into the online proposal form's sections. This document will also be useful if you are asked to revise your proposal.

Do not save your submission unless all required fields are completed. You are unable to save information to edit later. We recommend that you copy and paste information into the required fields to ensure all information is saved. Each field has a character limit of 2500 characters. You can use the character count tool in Microsoft Word to count all characters.

The link to complete and submit your proposal is available on our proposal submission webpage and will be active only during the submission window.

You will receive a confirmation email with a proposal identification number once your proposal is submitted. Please refer to this identification number **in any correspondence regarding your research application.**

B. Template for Online External Research Proposal Submissions

Please note the order and format of each question and field as it will appear on the online form. This will allow you to easily copy and paste your information from this Word document. Descriptions for each item are also available on the online form. Most fields are required.

Background Information

Proposal Submission Window: (A drop-down menu of date options are given)

Researcher First Name:

Researcher Last Name:

Researcher Role: (A drop-down menu is provided with the following categories: Research Professional/Evaluator, University Professor, University Student, and Other)

Address:

Phone Number:

Affiliation: (A drop-down menu is provided with the following categories: College/University, Health Organization, Research or Evaluation Firm (For-Profit Organization), Research or Evaluation Firm (Nonprofit Organization, and Other)

- College/University (Including student research sponsored by a college/university and supervised by a faculty member. Please include a letter of sponsorship from a faculty advisor. This letter should have a faculty advisor's contact information and should be included in the Appendix.)
- Health Organization
- Research or Evaluation Firm (For-Profit Organization)
- Research or Evaluation Firm (Nonprofit Organization)
- Other

Note: Research may sometimes be sponsored by a for-profit entity such as a textbook publisher, or a non-profit agency with a primary mission other than scholarly research. Because of the potential for biased outcomes, inappropriate incentives, and misappropriation of public resources, the proposal will be held to an extremely high standard of validity and justification in terms of benefit to the District.

Name of Institution/Organization: Please provide the name of your Institution or Organization

Partner/Secondary Affiliation and Name of Institution/Organization (if applicable): Please complete these if you are working in collaboration with another external entity. A representative from each entity will be required to complete a CERR Statement of Agreement – see below.

Applicant's E-Mail Address: The confirmation of submission containing the proposal confirmation number will be sent to this e-mail address.

Please indicate if the main contact information is the same as the researcher contact information listed above: (Please indicate 'yes' or 'no' on the drop-down menu. If you answer 'no,' indicating that the main contact information is different, you will need to complete the

next three fields. If you answer 'yes,' no further information regarding the contact person is necessary.)

Main Contact First Name:

Main Contact Last Name:

Main Contact E-Mail Address: The confirmation of submission containing the proposal confirmation number will be sent to this e-mail address.

LAUSD Employee: (Please indicate 'yes' or 'no' on the drop-down menu.)

If yes, will you be conducting research in your own classroom, school, or district office? (Please indicate 'yes' or 'no' on the drop-down menu.)

Proposal

Proposal Title:

Research Study Design: (A drop-down menu is provided with the following categories: Experimental, Survey research, Quasi-experimental, Case study, Correlational, Qualitative)

Study Start Date: (The exact date must be selected)

Study End Date: (The exact date must be selected)

Which Department is going to benefit the most from this research? (A drop-down menu is provided with the following categories within LAUSD):

- Beyond the Bell/Supplemental Education Services
- Budget Services and Financial Planning
- Early Childhood Education Division (ECED)
- Educational Transformation Office (ETO) (e.g., BSAP, HEET, Priority Schools)
- Human Resources/Talent Management (e.g., Professional Development)
- Multilingual & Multicultural Education Department (MMED)
- Operations (e.g., Food Services, Transportation, Facilities, etc.)
- Parent, Community, and Student Services Branch
- School Leadership
- Special Education
- Student Health and Human Services (SHHS) (e.g., Student & Family Wellness, Pupil Services, Attendance, Diversity & Equity etc.)
- Transitional Programs (e.g., Virtual Academy, Adult Ed, Option Schools, etc.)
- DOI – Access, Equity & Acceleration
- DOI – Advanced Learning Options (e.g., AP courses, GATE, AVID, IB, etc.)

- DOI – A-G Intervention & Support (i.e., College and Career Readiness)
- DOI – CTE/Linked Learning Office
- DOI – Instructional Technology Initiative
- DOI – School Counseling Services
- DOI – Other Programs (Interscholastic Athletics, Personalized Learning Systems, Library & Textbook Services, Community Schools, etc.)
- DOI – Instruction – Arts Education Branch
- DOI – K-12 Instruction – Health Education
- DOI – K-12 Instruction – History/Social Studies
- DOI – K-12 Instruction – Literacy/Language Arts
- DOI – K-12 Instruction – Mathematics
- DOI – K-12 Instruction – Physical Education
- DOI – K-12 Instruction – Science
- DOI – K-12 Instruction – Secondary Advisory Program
- DOI – K-12 Instruction – Mastery Learning and Grading
- Other

LAUSD Point of Contact (if applicable): If you have already been communicating or working with someone from LAUSD regarding this research study, please provide their name and title or department.

Abstract (2500 character limit): Please provide a brief, comprehensive summary of your research proposal indicating the purpose of the research, research questions, hypotheses (if applicable), description of research participants, research method(s), analytic approach, and implications (approx. 200 words).

Statement of Purpose (2500 character limit): State clearly what you intend to accomplish with this research.

Literature Review/Theoretical Framework (2500 character limit): Please provide a brief statement of the theoretical basis for your study from prior published research, with reference citations in American Psychological Association (APA) format, and what contribution your work is expected to make to your field. Include a Reference List in the Appendix.

Research Questions/Hypotheses (2500 character limit): Please state briefly the research questions you plan to address, along with any necessary hypotheses. Hypotheses are not required for qualitative research studies.

Methods:

Design (2500 character limit): Please describe the methods you plan to use and how they will address your research questions.

Sampling and Recruitment^{1,2} (2500 character limit): Please describe the target population, sampling frame, and selection procedures.

Measures (2500 character limit): Please describe the instruments of measurement you plan to use. Please include results from pilot testing and/or other evidence for the validity of the instruments. Although conditional approval may be granted based on preliminary instruments, the complete and finalized instruments must be submitted before the project can begin.

Data Collection³ (2500 character limit): Please describe the method of data collection and procedures you plan to use.

Type of Data Collection (2500 character limit): A drop-down menu is provided with the following categories (select all that apply):

- Archival/Secondary Data Analysis
- Assessments
- Classroom Observations
- Document Review
- Focus Groups
- Mixed Methods (Quantitative and Qualitative)
- One-on-one Interviews⁴
- Questionnaire/Survey
- Other

Is any part of your data collection going to be audio/video recorded?⁵ (Please indicate 'yes' or 'no' on the drop-down menu.)

Analysis (2500 character limit): Please describe your anticipated analysis plan, including specifics regarding your treatment of the data, statistical or otherwise.

¹ Central office staff do not have capacity to support recruitment efforts. Ensure your proposal outlines a recruitment plan that does not rely on central office staff for support.

² Include descriptions regarding processes to obtain active, written consent from participants in your recruitment plan. For more information regarding consent and assent forms, see Footnotes 7-9.

³ Staff are not allowed to engage in data collection during work hours (unless the data collection method in question is classroom observation) and can only be compensated for time spent participating in research outside of work hours. Students are not allowed to engage in data collection during instructional time (unless the data collection method in question is a classroom observation). Ensure your application includes descriptions re: how you will collect data outside of work hours/instructional time.

⁴ Per the Code of Conduct with Students, external researchers are not allowed to conduct 1:1 interviews with students. If you aim to conduct individual interviews with students, be sure your application describes how you intend to abide by this rule (e.g., all student interviews include an interviewer and a notetaker).

⁵ Classroom recordings and student surveys require active parent consent/student assent for each student in the class. Proposals should include contingency plans for students/parents who do not wish to participate to ensure the student(s) does not miss instructional time. **Observations without communication with students do not require parent consent or student assent.*

Human Subjects Protections (2500 character limit): State which regulations and ethical codes will govern this research. Describe how the identity of the subjects and data will be protected.

Burden to the District (2500 character limit): Please describe the burden that your research will have on the District. The following is required of all research proposals that involve human subjects:

- The research proposal will clearly state the number of participants, specifying the role of each group of participants. For example: Twenty math teachers in four schools will be observed, six principals will be interviewed, and forty students from five classrooms will be surveyed.
- The research proposal will clearly state the amount of time to be requested from each participant and when the interaction will occur. For example: Math teachers will be observed for four class sessions during the first two weeks in March.
- It is the District's interest to minimize the human costs of research. Therefore, the research proposal will provide a clear rationale for the number of participants, the number of contacts, and the total time required by each participant.
- The research proposal will include a statement of how research participants are to be compensated for their involvement, if at all.

Benefit to the District⁶ (2500 character limit): Please indicate how your research will directly benefit the District and how your findings will be shared with sample schools and local districts. The proposal must identify the benefits that the research is expected to provide to the District and how those benefits align with the 2022-2026 Strategic Plan:

<https://sites.google.com/lausd.net/lausdstrategicplan/home>

Data Request (2500 character limit): Depending on the research design, substantial time and effort may be required for staff to provide requested data with the appropriate selection and matching of records and concealment of personal identities. The cost of data extraction is \$100.00 per hour upon receipt of an approved Data Use Agreement (DUA). Please note that CERR approval of a proposal is not a guarantee of access to student data. Upon submitting a completed DUA, the Office of Data and Accountability (ODA) will decide what data elements will be authorized to be shared.

Need a Data Use Agreement (DUA): (Please indicate 'yes' or 'no' on the drop-down menu.)

Submit Institutional Review Board (IRB) clearance: (Please indicate 'yes' or 'no' on the drop-down menu.)

⁶ To increase the benefit to the District, we encourage researchers to include in their application possible future benefits such as: free or discounted access to the research, instruments, or training sessions on how to use instruments); or more immediate benefits to the District, such as: using the data collected to provide formative feedback to research participants or annual presentation of findings to central office staff.

Submit CERR Statement of Agreement: (Please indicate 'yes' or 'no' on the drop-down menu.)

C. Attachments

Upload Appendices, IRB, and CERR Statement of Agreement: You will be asked to upload a PDF or Microsoft Word document of each of the following:

Appendices: Please include all appendices and additional materials in one PDF file, including:

- Literature review and references;
- A one-pager directed to District staff whom you believe will benefit most from your research. This one-pager should briefly summarize your research project and answer the following question:
 - What question do you anticipate your research will help program staff answer about their practice? In response to this question, researchers should include:
 - a succinct, jargon-free description of your research methods,
 - your hypothesis (i.e., your anticipated research findings), and
 - possible implications for practice based on your hypothesis.
- Instruments (e.g., surveys, interview/ focus groups/ observation protocols, tests);
- Sample active consent/assent forms^{7,8,9} (e.g., LAUSD staff, parent, student assents);
- Letter from graduate student's sponsor stating that the sponsor has read the CERR proposal and approves it (if applicable); and
- Other supporting documentation.

IRB¹⁰: Provide the appropriate IRB documents or evidence that IRB review is not required. Please include all completed IRB submissions in one PDF file.

⁷ LAUSD requires researchers collect active, written consent and assent from all research participants regardless of what was approved in the IRB process, including adults (e.g., teachers and principals). Researchers must collect wet signatures or use Adobe Sign to collect valid e-signatures. Consent and assent forms should contain a signature and date line, as well as a checkbox to indicate that participants actively consented to being recorded if the proposal intends to video or audio record any part of its data collection.

⁸ District staff, students, and parents are not required to participate in external research. The voluntary nature of your research must be reflected in your consent forms. For staff, consent forms must include text that states decisions not to participate will not negatively impact staff employment or benefits. For parents and students, consent forms must include text that states decisions not to participate will not negatively impact access to educational resources.

⁹ Consent and assent forms must be written at a reading level comparable to the anticipated research participants to ensure that research participants understand what is being asked of them. Consent forms should be available in multiple languages (English, Spanish, etc.) depending on anticipated research participants.

¹⁰ Researchers do not need IRB approval at the time of proposal submission. Researchers are encouraged to submit, at minimum, documentation that demonstrates researchers are in the process of receiving IRB approval or exemption. CERR can process and grant conditional approval to researchers. However, to receive formal CERR approval, researchers must submit IRB approval or exempt documentation.

Submit CERR Statement of Agreement: Please indicate if this proposal includes your signed CERR statement of agreement. Your signed CERR statement of agreement is required for submission. This statement establishes that your research activities within Los Angeles Unified School District comply with existing legal and ethical codes. It further establishes that the research you perform will not differ significantly from the research proposed, and that you are to provide the Committee with an executive summary of your findings. If you identify the District in your study, CERR policy dictates a 30-day review period. LAUSD may require changes to your document before publication. Violation of this statement of agreement will be considered a breach of contract. Please scan your signed CERR statement of agreement and upload in PDF file. *CERR statement of agreement is required.

[Download the CERR Statement of Agreement here](#)

Certification to visit classrooms and conduct research with students (if applicable): The Committee for External Research Review (CERR) must certify each researcher who visits classrooms and/or conducts research with students. If your on-site research proposal is approved, you will be required to submit the results of a TB test and your name will be checked against the Megan's Law online database for sex offender clearance. **In addition, documentation of a Liability Insurance policy of \$1,000,000 is required.**