



EXTERNAL RESEARCH PARTNERSHIPS - FREQUENTLY ASKED QUESTIONS

How does someone make an application?

- a. Applications are available online [here](#).
- b. After submitting the application, send an email to Dalia Wimberly, Director of Program Administration, at dwimberly@emilyk.org indicating that the application has been submitted. Also, attach current resumes for all researchers and copies of any questionnaires, tests, or data collection instruments to be used.
- c. If data will be collected from or about individual students, parental permission will be required in most cases and a copy of a proposed parental permission letter should be attached to the application. Note that researchers are responsible for providing all information and forms intended for parents in both English and Spanish.
- d. Student research projects always require a sponsor. A sponsor may be a college or university faculty member or an agency staff member.
- e. Submit the application approximately one month prior to the target date of starting the research.

Who reviews the application and makes the decision?

- a. The Director of Program Administration reviews all research proposals and makes the decision in consultation with the Executive Director, Chief Operating Officer, and program staff.

What is the basis for accepting a research proposal?

- a. The study has high value to a particular program or the Center as a whole.
- b. The study is compatible with Center policies and sound educational practice.
- c. The relative cost-benefit to the Center is equitable.
- d. The design and implementation plan is sound.

What obligations does the researcher have to the Emily K Center?

- a. The Center requires a summative report at the conclusion of the research and prior to any publication of the findings. A full report is appreciated but an abstract provides sufficient information.
- b. The researcher also agrees to release the data, findings, and report for use or publication by the Emily K Center without remuneration.

What happens after my proposal is submitted?

- a. If the study is approved, the researcher will be notified and should contact the staff contact provided in the approval notification.
- b. If the study is not approved, the researcher will be notified and may not reapply for six months.

What are the requirements while the project is being conducted?

- a. Confidentiality of student records must be observed and the privacy and rights of the individuals and the Center must be respected.
- b. Individuals should abide by standards of professional dress and conduct (prompt communication, preparedness for meetings, meeting deadlines, etc.) at all times. Failure to do so will be sufficient cause for termination of the study.
- c. Any violation or deviation of agreed upon procedures and/or implementation plan must be reported to the Director of Program Administration.

Is there any way to enhance the probability of having a research proposal approved?

- a. Thoroughly familiarizing yourself with the Center, our programs, and our potential research needs by using information available on public documents such as our website, Annual Report, and social media sites.
- b. Utilizing existing data and documents for your research when possible to minimize time-consuming activities for Center's staff and students.
- c. Completing all forms and providing all materials requested with as much specific detail as possible.

What are some potential problems with research proposals?

- a. There is risk for the participants.
- b. There is deception as to the purpose of the research.
- c. The project would require too much time for students and staff.
- d. The timing of the project conflicts with other Center activities.
- e. Too many staff and students are requested to participate.
- f. The proposal underestimates the amount of time required to complete the project.
- g. Subject/content is too controversial; questions are too inflammatory or personal.
- h. The Center's tasks are not clearly defined or delineated from the responsibilities of the researcher.
- i. The research questions are unclear.
- j. The instruments are not developmentally appropriate.
- k. Measures do not relate to hypotheses.
- l. There is information collected about illegal activities.