

## ISPA Requirements for Soliciting Research Participation

**Eligibility:**

ISPA reserves the right to protect all ISPA resources as well as its members. Therefore, research requests will be limited to a maximum of **5** active requests at a time. Requests beyond that maximum will be notified of the timeline for their request.

1. The researcher who is making the request must be an ISPA member.
2. If the researcher is from a training program from Illinois, then the university professor must also be a member.
3. The researcher must obtain conditional approval from ISPA in order to obtain approval for the project by their Institutional Review Board (IRB). Once approval from IRB is complete, the researcher can then join ISPA and ISPA can post the research link.
4. All documentation must be included as outlined in the application.
5. The research must be deemed likely to make a contribution to ISPA and/or the field of school psychology.
6. The research must be conducted in accordance with well-established research methods.
7. No previous attempt has been made to recruit participants from the RtI listserve/other ISPA sources.

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**Application:**

1. Type-written document which includes the following sections:
  - a. Title of Investigation.
  - b. Principal Investigators. Your name, affiliation, and complete contact information. Identify the lead researcher and provide his or her affiliation and complete contact information. If the research is a student thesis or dissertation, provide the name, university affiliation, and complete contact information of the faculty advisor. Provide the names and affiliations of all other research team members.
  - c. Brief Description of the Purpose of the Research.
  - d. Research Questions. List each question specifically.
  - e. Methods. Describe the study methods and state whether the collected data will be anonymous or confidential. Describe plans to maintain the privacy of participants. Include copy of questionnaires or other data collection measures.
  - f. Sample. Indicate size and characteristics (e.g. 100 randomly selected regular members).
  - g. Benefits of the Research. Briefly describe the benefits to ISPA or to the profession of school psychology.
  - h. Anticipated start and end date.
2. Documentation of approval by your Institutional Review Board (IRB). If your study has not yet been approved, the researcher can obtain a letter of conditional approval from ISPA that states ISPA will post the link on the ISPA website once the researcher has completed the IRB approval process and has become an ISPA member (please review eligibility components as listed on page 1).
3. (For Student Researcher)

Signed Faculty's Director Approval Form. This form must be signed by the student's faculty advisor to certify that he or she has read and approved the documents submitted by the student

**Faculty Advisor's Approval of Student's Request for a Research Sample**

I have read the documents submitted to the ISPA Research Committee in support of my student's application for a research sample of ISPA members. I have approved these documents.

Signature of Faculty Advisor

Date

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Name of Faculty Advisor (Please Print)

Email Address

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Name of Student (Please Print)

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## ISPA Requirements for Soliciting Research Participation

### **Requirements Once Approved:**

All accepted applicants will be expected to:

- Participate in the annual ISPA Conference Poster Session upon completion to describe the findings of the research project. This poster does not preclude the student from independently publishing their research findings.
- Include an acknowledgement of the role of ISPA in making the research possible if research project is submitted for publication.

### **Processing Requests:**

- Requests will be reviewed and a response given within 60 days of submission of accurately completed documentation. The request will be approved, denied, or approved pending receipt of revisions. In the case of a denied request a written explanation will be provided.
- Once approved by the ISPA board, a link to participate in the study will be posted on the ISPA website. Additionally, a brief statement will be posted in the ISPA newsletter to inform members of the available link on the ISPA website.
- The link will remain active for the time specified in the methods section of the study.

### **Limitations of research conducted through ISPA**

Researchers are cautioned that the posting of a link to participate in a study involves the following inherent limitations to research.

- First, the response rate is ultimately unknowable since it is impossible to know how many ISPA members actively check the ISPA website for any postings, and, choose to respond.
- Second, the school psychologists who do respond to the link on the ISPA website may not accurately represent the demographic diversity of school psychologists in the state of Illinois.

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