

## Research, Evaluation, Planning

In accord with board policy, recommending approval for research proposals and evaluating their results and their application, will be a function of the administration council. Final administrative responsibility resides in the superintendent, who will present reports and recommendations based upon research, evaluation, and planning to the board.

Before any research proposal is reviewed for approval by the administration council, it must conform to the following criteria:

1. The proposal must be submitted in writing to the superintendent of schools, at least four (4) weeks prior to an administration council meeting in which action on the proposal is contemplated.
2. The written proposal shall include the following kinds of information:
  - a. Names of person(s) responsible for pursuing and completing the research, with a supporting letter therefrom.
  - b. Title and purpose of the research.
  - c. A statement of need for and relevance of the research.
  - d. The research design and method(s) to be followed.
  - e. Facilities, materials and costs involved.
  - f. School personnel involved.
  - g. A time schedule for the research.
  - h. A resume of the chief researcher plus one for each assistant and co-worker.
  - i. Statement of the nature of the final report of the research to be made to the office of the superintendent of schools.

Rules Approved: 12/75

Reviewed: 9/1/88