Receiving Approval to Conduct Research in a Nebraska Public School District

The purpose of this document is to guide researchers through the review process to conduct research in a Nebraska School District. This process includes research within early development, elementary, middle, and high schools.

The process below outlines steps within the review process from when the protocol is started in the NUgrant system until the protocol is approved by UNL’s Research Compliance Services (RCS).

**Step 1**
Complete a “New Project” protocol within the NUgrant system (use your Blackboard information to login) (https://nugrant.unl.edu)

Be sure to include all supporting documents, including but not limited to:
- participant specific consent/assent forms
- questionnaires/surveys
- recruitment/reminder documents

**Do NOT submit the protocol through the NUgrant system until district approval has been obtained. (Please note that a different process will be followed when obtaining Lincoln Public Schools (LPS) District approval.)**

**Step 2**
Submit the Research Proposal to the respective Nebraska District office (Refer to Appendix A for a list of Nebraska public school districts.)

- All research must be approved by the district’s central office with approval on their respective letterhead (Appendix A)
- For larger school districts (Appendix B), a central approval will be required.
- For smaller school districts, superintendent approval may suffice.

*Lists should not be seen as comprehensive, and policy clarification should be sought from each school district specifically
Step 3

Once district approval is obtained, please submit the NUgrant protocol to the RCS office

- All research must be approved by the district’s central office with approval on their respective letterhead (Appendix A).

Step 4

The UNL RCS office will begin the review process

- Please note that review times are varied dependent upon the time of year that the protocol is submitted.
- September, October, November, February, and March may see longer review times based upon the amount of protocols that are reviewed.

Important Note:

- CITI Training (https://www.citiprogram.org) must be completed before the NUgrant protocol will be approved by the UNL IRB.

RCS Contact Information:

(402) 472-6929
312 N. 14th St. Room #209 (Corner of 14th and “Q”) Lincoln, NE 68588-0408