

Receiving Approval to Conduct Research in the Lincoln Public Schools (LPS) District

The purpose of this document is to guide researchers through the review process to conduct research in the Lincoln Public Schools District (LPS). This process includes research within early development, elementary, middle, and high schools.

The process below outlines the review process from when the protocol is started within 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

Note: At least one faculty member must be listed on an IRB project application.

Step

2

Begin the routing process to the RCS office

- The PI and SI, if applicable, will be required to approve the form before it is submitted to the RCS office.

Step

3

The RCS Office will submit the protocol to the LPS Evaluation, Assessment & Testing Director through the NUgrant system

- Communication throughout this process will be completed through email.

Step

4

LPS will conduct a review of the proposed research

- LPS reviews are conducted once monthly.
- For an update on your project status, please contact the LPS Assessment, Evaluation & Testing Office directly.

(<http://www.lps.org/post/index.cfm?collection=44>)

Step

5

LPS will send approval notification to the appropriate RCS coordinator

- If revisions are requested from LPS, it is your responsibility to notify LPS of the completed revisions via email.
- **Following LPS approval, UNL IRB approval is still required before research may commence if not conducted as a class project.**

Step

6

RCS will then submit the protocol for UNL IRB review and approval

- Additional revisions may also be required in order to uphold all federal regulations in accordance with the Department of Health and Human Services (DHHS), UNL's Human Research Protection Program (HRPP) and the Association for Accreditation of Human Research Protection Programs (AAHRPP).
- 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.

Step

7

Principal approval from individual schools should be sought while UNL is conducting its review

- Written principal approval is not required to be documented as part of the IRB protocol, but should be sought as directed within LPS communication.

Important Notes:

- ALL projects, including class projects, must be reviewed by the LPS District through the Assessments and Evaluations Director prior to conducting any procedures within the LPS District regardless of the UNL IRB review requirement. If your project does not require UNL IRB review, please contact the LPS Assessments, Evaluation & Testing office directly.
- ALL projects being conducted within a LPS associated program (before or after school) will require review and approval by the LPS District through the Assessment, Evaluation & Testing Director.
- CITI Training (<https://www.citiprogram.org>) must be completed before the NUgrant protocol will be approved by the UNL IRB.

RCS Contact Information:

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