

OVERVIEW OF HIDEO RESEARCH APPLICATION PROCESS

The Hawaii Department of Education (HIDOE) requires all research projects to be approved by the Superintendent or designee, per Board of Education policy. This document outlines the application process. For more information, please contact DOEresearch@k12.hi.us.

1. Review Application Materials

Visit our website at <https://bit.ly/HIDOEdata-research> to download the research application and additional required documents.

2. Consider Submission Deadlines

Submission deadlines for upcoming Research Review Committee meetings are posted on our website. Your application must be received by 4:30PM HST on the deadline date to ensure your application is reviewed for the subsequent meeting.

3. Submit Completed Application Package

- Research Application (in PDF format)
- Data Request Form
- Documentation of institutional review board (IRB) approval/exemption
- Copies of assent/consent forms (*if applicable*)
- Copies of all research instruments/documents (surveys, curricular materials, interview questions, etc.) (*if applicable*)

Submit your application package electronically to DOEresearch@k12.hi.us.

The HIDOE Data Governance & Analysis Branch (DGA) will confirm receipt of your application package. If complete, it will be presented to the Research Review Committee for decision making.

4. Research Review Committee Decision

The Committee will review complete applications received by the deadline. The Committee's decision will be forwarded to the Assistant Superintendent for final approval.

5. Researcher Access Agreement

If approved, DGA will send you a Researcher Access Agreement to be signed by you and the appropriate HIDOE administrator (school principal, complex area superintendent, or assistant superintendent). Once signed, this agreement allows you to begin your research activities.