*(Action Research is defined as research conducted which will not be published.)*

Applicant’s Name: *<type here>*

Applicant’s Current Position and Building Assignment: *<type here>*

Building Administrator who is aware of action research plan: *<type here>*

Date of application submission: *<type here>*

1. **Project Title:** *<type here>*
2. **Describe who is the audience of this research** (e.g . my graduate class, my professor, my PLC, and so on).

*<type here>*

1. **Brief description of the purpose of the project**. *<type here>*
2. **Provide a justification for this project including**

* **Why you feel this problem is one of importance.**

*<type here>*

* **Describe the potential benefits to students, staff, or parents of Millard Public Schools.**

*<type here>*

* **Describe all potential negative effects or risks from this study. This includes loss of instructional time or issues of confidentiality.**

*<type here>*

1. **Briefly describe the methods/procedures that will be used.**

*<type here>*

1. **Submit copies of all surveys, tests, and data collection instruments. If the research involves the use of other materials with students, these materials must be described and be available for review.**

*<type here and/or may send attachments with application>*

1. **Submit parental/guardian/participant consent forms to be used.** Review the document titled ***Elements of Informed Consent for Millard Public Schools*** which contains sample letters of informed consent for your use.

*<type here and/or may send attachments with application>*

1. **Detail the timeline of the proposed research including scope and duration of the research**.

*<type here>*

1. **Provide detailed participant information** (e.g. Twenty students in Mrs. Jones’ 4th grade classroom at Wheeler Elementary School). If specific participants will be used, describe the selection method to be used.

*<type here>*

1. **Describe any changes in instruction that will result from this study, as well as implications for instruction of district and/or state standards.**

*<type here>*

1. **Describe the methods by which confidentiality of students, school, and district will be assured during all stages of the research by using appropriate disclosure avoidance techniques.**

*<type here>*

1. **If applicable, attach graduate course work you have completed related to this project. For example, attach the start of the paper you are writing for class.**

*<type here and/or may send attachments with application>*

Applicant Signature:*(Not required if submitted by Millard district email)*