

## Michigan Education Research Institute Research Proposal Application

Welcome to the Michigan Education Research Institute research proposal application! Complete this form to describe the research you hope to pursue and the datasets needed. Here are some bits to keep in mind:

- You can revisit your submission by using the custom URL
- All fields are required. A summary of all parts of the proposal application is available. [insert hyperlink to PDF]

### PI and Study Information

Please complete this application to request confidential individual-level data housed with the Michigan Education Research Institute. Please review [mischooldata.org](http://mischooldata.org) for aggregate data that is publicly available.

#### Study Title

#### Principal Investigator

First Name

Last Name

Title

Organization

Address

Phone

E-mail

Please attach the FERPA training certificate for the Principal Investigator.

*Please see the [FERPA training instructions](#) for resources to complete a FERPA training if one is not provided by your institution.*

Please attach the signed [MERI Confidentiality and Security form](#) for the Principal Investigator.

Your research project must already have received approval through your organization's IRB.

Please provide information about your IRB in this section.

#### IRB Information

IRB number	<input type="text"/>
Expiration date	<input type="text"/>
Granting institution	<input type="text"/>

Upload IRB Approval Letter

If applicable, provide any additional IRB documents.

*If multiple institutions are involved in this research project, each institution's IRB documentation is required.*

When do you expect to complete this study?

Month

Year

Describe your study timeline for data collection, analysis, and writing/publication.

### Team Member Information

Please provide information for each research team member working on this project. Research team members include any additional principal or secondary investigators, research assistants, or anyone else who will be working with MERI data.

#### Team Member Information

Name

Organization

Title

E-mail

Research team role

Please attach the FERPA training certificate for this study team member.

Please attach a signed [MERI Confidentiality and Security form](#) for this study team member.

Do you want to add another study team member?

Yes

No

## FERPA

Research projects which require individual student level data must meet a [FERPA exception](#) in order for student data to be disclosed without prior parental consent. Please note that requests for only educator level confidential data or aggregate data are not required to meet one of the FERPA exceptions.

Indicate which FERPA exception this data request falls under:

Auditing or evaluating a Federal or State-supported education program

Enforcing or complying with Federal legal requirements related to educational programs

Developing, validating, or administering predictive tests for or on behalf of an educational agency

Administering student aid programs for or on behalf of an educational agency

Studies for or on behalf of an education agency, focused on improving instruction

This request does not include individual student data

If your request is for or on behalf of an educational agency or institution, list the agency/institution here:

If your request includes an audit or evaluation of a Federal or State supported education program, list the program here:

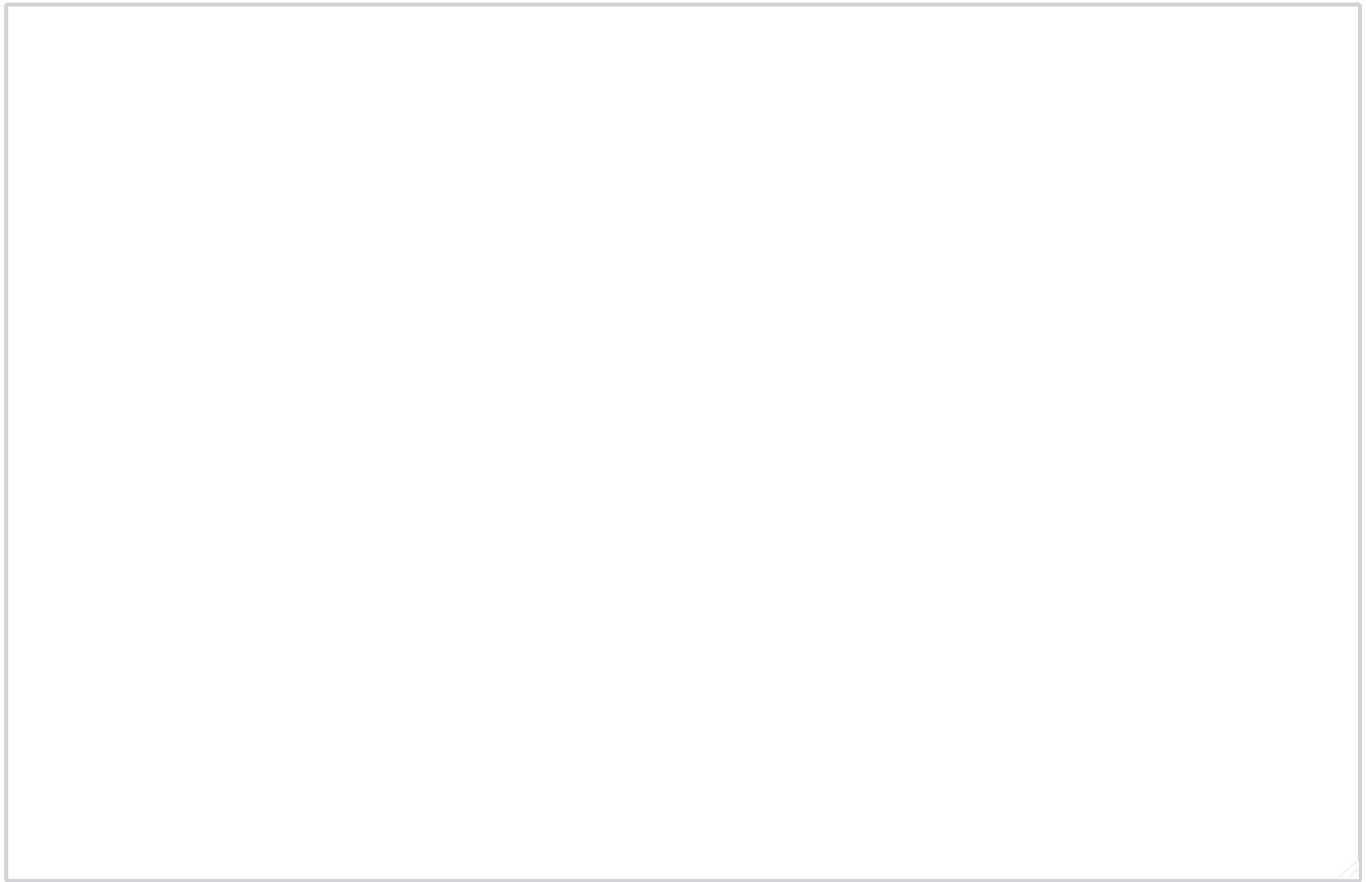
Provide additional details on how this requests fits into the FERPA exception selected.

## Study Details

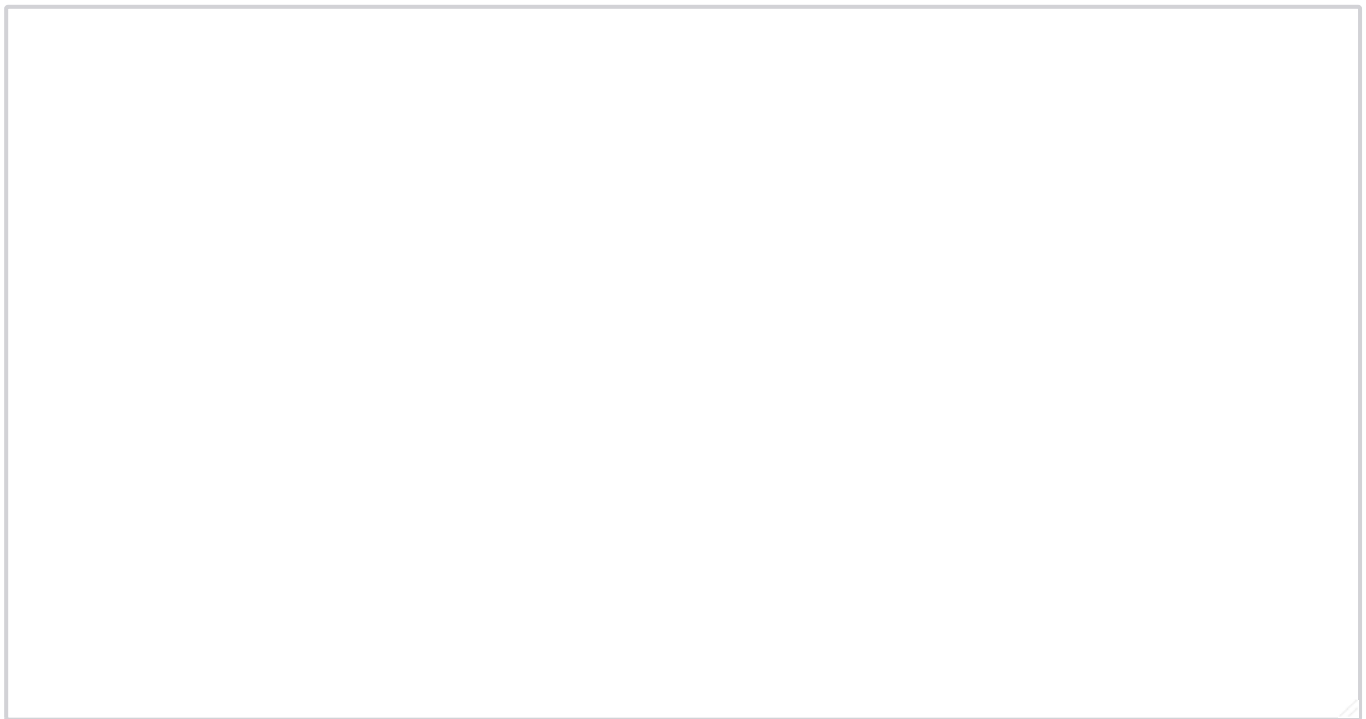
In the following section, please provide an overview of the study.

Provide an abstract or summary of purpose.

- Motivation for the study
- Objectives of the study
- Justification for the need for individual level or non-publicly available data
- How the research aligns with the [MDE Priority Policy Areas](#)

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List all research questions associated with this study.

A large, empty rectangular box with a thin grey border, occupying the lower half of the page. It is intended for listing research questions but is currently blank.

Describe specific exclusionary or inclusionary characteristics of the data you are requesting. For example:

- Include students from certain districts
- Exclude non-instructional assignments

## Educator Data

In the following sections, select the data you are requesting from these sections:

- K-12 Student Data
- Student Assessment Data
- Post-secondary Student data
- PreK-12 Educator data sections (for further details, see DOCUMENT).

Indicate the preferred format in which you would like to receive your data. While we cannot guarantee this format is available, we will honor requests if our system capabilities allow it.

.csv

.txt

.xlsx

Other

Are you requesting any of the following:

Educator data (Pre K-12)

Building or district data

Are you requesting building, district or State data?

School

District

ISD

State

None of the above

Please select educator data elements that you are requesting:

Select data levels:

All staff

Teachers

Administrators

Select data years:

2007-08

2008-09

2009-10

2010-11

2011-12

2012-13

2013-14

2014-15

2015-16

2016-17

2017-18

2018-19

Other future years:

Select variables:

Employment

Assignment



Measurement  
 Demographics  
 Certificate information  
 Certificate Endorsement  
 Permit Information

## K-12 Student Data

Are you requesting any of the following:

K-12 Student Demographic and Enrollment data  
 K-12 Student Assessment data  
 Post-secondary student data

### K-12 Student Demographic and Enrollment Data

Select grades:

[ ⊕ all on / ⊖ off ]

Early childhood/Pre-K	4th	9th
Kindergarten	5th	10th
1st	6th	11th
2nd	7th	12th
3rd	8th	All grades

Select data elements:

[ ⊕ all on / ⊖ off ]

Enrollment  
 Graduation  
 Geocode/Census block

Select data years:

[ ⊕ all on / ⊖ off ]

2007-08

2008-09

2009-10

2010-11

2011-12

2012-13

2013-14

2014-15

2015-16

2016-17

2017-18

Other future years:

Select variables:

[ ⊕ all on / ⊖ off ]

Gender

Race/ethnicity

Age

Students with disabilities

Economically disadvantaged students

English learners

Homeless students

Migrant students

Full academic year (FAY status)

Please select assessment data elements you are requesting:

Select assessment type:

[ ⊕ all on / ⊖ off ]

M-STEP

MEAP

MME

PSAT

ACT

SAT

MI-Access

MEAP-Access

ELPA

WIDA

Select data years:

[ ⊕ all on / ⊖ off ]

2007-08

2008-09

2009-10

2010-11

2011-12

2012-13

2013-14

2014-15

2015-16

2016-17

2017-18

Other future years:

Select grades:

[ ⊕ all on / ⊖ off ]

K

1st

2nd

3rd

4th

5th

6th

7th

8th

9th

10th

11th

12th

All grades

Please select student post-secondary data you are requesting:

Select data years:

[ ⊕ all on / ⊖ off ]

2010-11

2011-12

2012-13

2013-14

2015-16

2016-17

2017-18

Other future years:

2014-15

Select variables:

[  $\oplus$  all on /  $\ominus$  off ]

Enrollment

Graduation

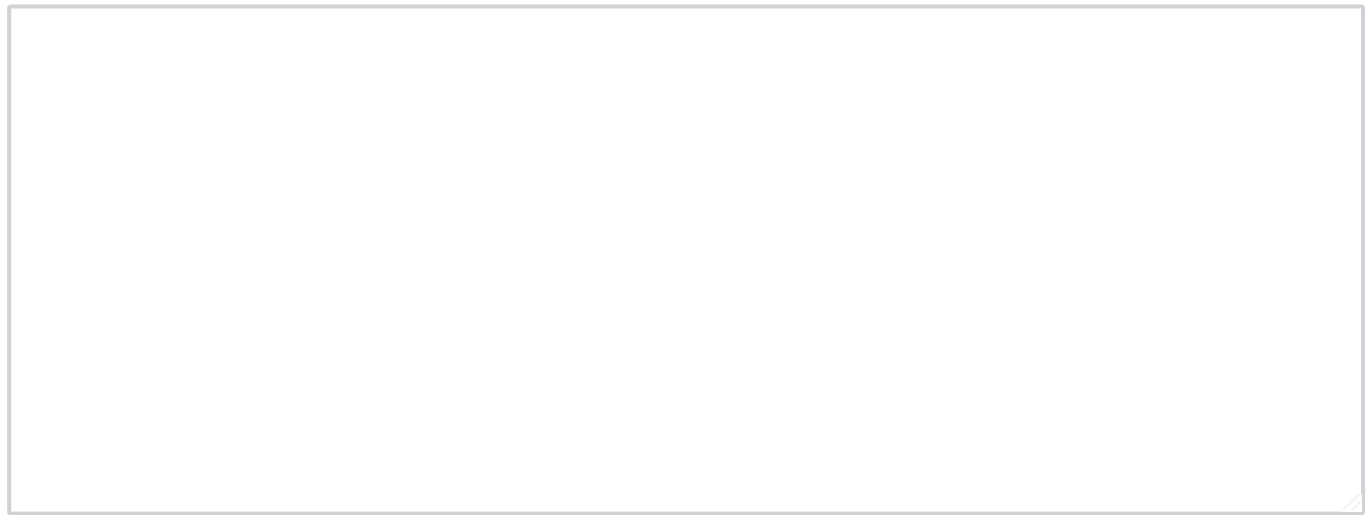
Transcript data

## Analysis and Dissemination

Describe your analytic plan.

Please include details about outcome variables and methodology.

Describe your dissemination plan:



Describe what benefit this research will have on Michigan's students. If applicable, describe how your findings to contribute to the Michigan Department of Education's priorities.



Describe your plan for maintaining data security. Your plan should include a summary of where data will be stored, how access will be managed, and what procedures are in place for working with secure data.



## Additional Data Sources

Will your study require matching a dataset to State data?

*Note that matching a dataset will require researchers to submit student information containing first name, last name, date of birth, and gender.*

Yes

No

Please describe additional data sources used in this analysis:

Data Source

Point of Contact

Contact Information

Please include a letter of support that outlines commitment to provide data and permission to match data to MERI education records.

Do you have additional data sources to include?

Yes

No

Will your study utilize a comparison group?

Yes

No

Describe how you are defining and creating the comparison group:



## PI Signature Page

As the Principal Investigator on this study:

I agree to comply with all policies and legal requirements for and conditions of data access, security, privacy and confidentiality documented within this application.

I understand and agree that the data provided under this request are a loan and that the license for use is restricted to only those designated in this application for the specific purposes stated above.

I understand and agree that all data shared through this request is to be deleted within 30 days following the data loan period.

I understand and agree to share all findings with Michigan Education Research Institute. In the event that findings are to be disseminated to the public in any format, I will share the documents with MERI 30 days prior to the submission of results/documents for dissemination to allow for review and input.

I agree to supply MERI with the most up-to-date IRB approvals through my organization and to report any protocol changes or deviations in a timely manner.

Please sign and upload the [PI signature page](#), agreeing to the terms listed above.

Please click the next button to submit your application. A summary of your responses will be displayed after submission.

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