



OCPS Application to Conduct Research Common Reasons for Application Rejection

1. **Not obtaining IRB approval or exemption.** Applying prior to obtaining research approval or exemption through an Institutional Review Board (IRB) determination (a dated IRB form with representative name and signature must accompany the application to indicate the IRB determination)
2. **Applying before proposal acceptance.** Graduate capstone/thesis/ dissertation proposal acceptance by corresponding student advisory committee (a dated letter on official letterhead with advisor/committee chairperson name and signature) must accompany the application to indicate proposal acceptance
3. **Neglecting to submit requested attachments** and/or revisions
4. **Presenting unethical or unreasonable research designs or methods.** Includes research that is not aligned with OCPS's research agenda, is not feasible, or poses an undue burden on students or staff.
5. **Violating FERPA, Florida Statutes, Orange County School Board rules or OCPS Management Directives,** as applicable (refer to relevant links on the R&E webpage)
Some examples may include, but are not limited to:
 - Requesting Social Security Numbers
 - Requesting other Personally Identifiable Information without a Data Use Agreement (e.g., Name and Date of Birth)
 - Submitting vendor-funded projects resulting in publication or marketing
6. **Requesting census data over sample data** (e.g., listing "all" of any particular participant group when completing the relevant application section pertaining to participants)
7. **Scheduling data collection during statewide testing periods** (refer to the OCPS Assessment Calendar)
8. **Exploring controversial or sensitive subject matter**
9. **Timing or scope of study places burden** on participating school(s)/department(s) and/or selected participant group
10. **Requesting publicly available data.** Requesting data that can be accessed without OCPS involvement