



NHASP Research Policy

Requests for Samples of NHASP Members for Research Purposes

The NHASP Research Committee is responsible for reviewing all requests to conduct research with NHASP members. NHASP does not provide prospective researchers with members' e-mail or postal addresses for research purposes, but will assist in accessing NHASP members. The following requirements and procedures apply to requests to solicit member participation through members' electronic or postal mailing.

Requirements

1. Researchers wanting to conduct research with NHASP Members may consider the following options.
 - a. NHASP will provide mailing labels for one time use. Data may not be stored electronically.
 - b. The NHASP Research Chair will post the request on the NHASP Listserv.
 - c. NHASP Members may request direct access to members through email.
 - d. The NHASP Research Chair, with approval of the Executive Board, may approve special requests or exceptions from NHASP, NASP or ISPA members or from constituent partners at the state or national level.
2. The researcher who is making the request must be a member of NHASP or NASP.
3. The researcher must provide evidence of having met federal standards regarding research with human participants and approval by their Institutional Review Board for the Protection of Human Participants (IRB).
4. The research must make a contribution to NHASP, the field, or relevant constituencies.
5. The research must be conducted in accordance with well-established research methods.
6. The number, timing, method, and content of the research must not conflict with the NHASP Strategic Plan or negatively impact participants.

Procedures for Requesting Access to Research Participants

1. Submit a written request to the NHASP Research Chair. The request must include the following information:
 - a. Brief research proposal/summary. Provide the following information, using these section headings. Sections iii through xi should not exceed 500 words.
 - i. **Title of Investigation.**
 - ii. **Principal Investigators.** Provide your name, affiliation, and complete contact information. Identify the lead researcher, and provide his or her affiliation and complete contact information. If the proposal is for student research, thesis or dissertation, provide the name, university affiliation, and complete contact information of the faculty advisor.
 - iii. **Purpose of the Research.** Describe briefly.
 - iv. **Research Questions.** List each question. Be specific.

- v. **Methods.** Describe the study methods concisely. State whether the collected data will be anonymous or confidential, and describe plans to maintain the privacy of participants.
 - vi. **Sample.** Indicate size and characteristics of sample sought.
 - vii. **Institutional Review Board (IRB).** Indicate status and date of IRB Approval. NHASP may request documentation of IRB decision, if this is felt necessary.
 - viii. **Benefits of the Research.** Briefly describe the likely benefit to the profession of school psychology and/or those who are served by it.
 - ix. **Potential Risks of Participation.** Briefly describe any potential risks to participants, and methods that will be used to minimize these risks.
 - x. **Inducement for Participation.** Indicate any remuneration or inducement for participating in the study.
 - xi. **Potential Publication Outlets.** Indicate willingness to submit an article to the NHASP newsletter, The Protocol, summarizing research findings.
- b. Copies of all surveys, questionnaires, and other instruments.
 - c. All other forms to be used, including cover letter(s), email script, consent forms, and others as appropriate.
 - d. Signed Memorandum of Agreement. This form must be signed by the NHASP, NASP or ISPA member making the request. If you are not the lead researcher, he or she must also sign this form. If this research is a student's thesis or dissertation, both the student and faculty advisor must sign the form.
 - e. Student submissions must be signed by the student's faculty advisor to certify that he or she has read and approved the documents submitted by the student.
2. Submit all items to the NHASP Research Chair. All the above items may be submitted electronically (e.g., scanned and saved as PDF documents), faxed, or sent by U.S. Mail. Researcher(s) will be notified of the decision within 1 to 2 months.
 3. The NHASP Executive Board may waive requirements on a case by case basis.