

# INTRODUCTION

**Research Study Application**

*Aloha mai kākou! To begin the research review process, please fill out this form and provide supporting documentation (listed below) to Kamehameha Schools’ (KS) Strategy & Innovation Group at* *strategy.innovation@ksbe.edu.*

*Please ensure that you submit the following (check which items you are including):*

[ ]  *Research Review Request Form*

[ ] *Research Proposal including description of research questions, participants, methodology, limitations, timeline of activities, and impact(s) of study. If this information is contained in the Institutional Review Board Application than a proposal does not need to be submitted.*

[ ]  *Resume/CV (for non-KS employees)*

[ ]  *IRB Application and Approval (if pending, please provide when received)*

[ ]  *Data Collection Instruments*

[ ] *Consent Forms*

[ ] *Human Subject Protection Certification or Training Documentation*

*If you are submitting additional documents or not including any of those listed above, please describe:*

*Upon receiving all study documents, Strategy & Innovation will work with the other KS Group(s) involved in your study to complete a review. This review typically takes 4-6 weeks. You may access the form used by reviewers* [*here.*](http://ksonline.ksbe.edu/kso2_dept_assets/spi/documents/RE_Study_Reviewers_Form_July2017_v0.2.docx)

*Please ensure all necessary study documents are submitted. Incomplete documents will delay the review of your request.*

SECTION 1: STUDY TEAM INFORMATION

## Principal Investigator Name:

**Position/Title: Organization:**

**Address:**

**Phone:**

**Email:**

**Kamehameha Schools Employee?** [ ]  Yes [ ]  No

**If yes, please provide Group and Division Name:**

**Co-Principal Investigator Name (if applicable):**

**Position/Title:**

**Organization:**

**Address:**

**Phone:**

**Email:**

**Kamehameha Schools Employee?** [ ]  Yes [ ]  No

**If yes, please provide Group and Division Name:**

**Please provide names and affiliations of any additional study team members:**

SECTION 2: STUDY INFORMATION

**Study Title:**

**Date you are submitting this form:**

**Anticipated Study Start Date:**

**Anticipated Study End Date:**

**Are any federal or state funds (e.g., federal grants, being used to support your study?**

[ ]  Yes

[ ]  No

[ ]  Not Sure

## Is this the first time you are submitting a research review request form for this study:

[ ]  Yes

[ ]  No (please provide dates (month/year) previous requests were submitted:

**What type of KS data will be used in your study? Check all that apply.**

|  |  |
| --- | --- |
| [ ] **Primary data** (I will be collecting original data for the purposes of this study.)Does Which groups will you collecting data from? Check all that apply.[ ]  KS Students[ ]  KS Program [ ]  Participants [ ]  KS Teachers[ ]  KS Administrators or Staff**What questions is your study aiming to answer?** | [ ] **Secondary data** (I am seeking access to existing data that was previously collected or stored by Kamehameha Schools.)Please describe in detail what secondary data you are seeking to access: |

# Please explain how your study builds upon the existing knowledge base or otherwise supports the following.

Kamehameha Schools’ Vision 2040 or Strategic Plan 2020. For more information visit our [Strategic Plan](http://www.ksbe.edu/sp2020/document/strategic_plan_2015_2020/)

[website.](http://www.ksbe.edu/sp2020/document/strategic_plan_2015_2020/)

Field of Study

Perpetuation of Hawaiian Culture

# Please discuss how the following principles may inform or guide your study design and implementation.

Kamehameha Schools aspires to conduct and support research activities conducted from an indigenous worldview and adhere to high quality standards. These draft principles represent where we would like our work to be in the future and serve as goals for us to strive toward.

1. Research is meaningful, applicable, and conducted for the betterment of the Native Hawaiian community.
2. Research is situated within historical and contemporary contexts and are conducted within a Hawaiian worldview.
3. Research is conducted with the input and support of the Native Hawaiian community.
4. Research utilizes diverse and alternative data sources such as oli, mele, moʻolelo, ‘ōlelo no‘eau, and historical documents.
5. Research findings are communicated openly and shared in a timely manner and used to inform action.

# Please provide information on how findings from your study will be disseminated.

Please initial to indicate acknowledgement of the statement below regarding publications:

KS implements a publication review process that review publications for (1) KS identification, (2) potential risks to KS constituents, and (3) legal implications. Please see the KS External Guidance document for more information.

# How will study findings be disseminated and to whom? Check all that apply.

[ ]  Internal KS audience

[ ]  Dissertation Committee or Defense audience

[ ]  External audience (e.g., outside of Kamehameha Schools). Please describe:

[ ]  Journal publication

[ ]  Other:

# SECTION 3: HUMAN SUBJECTS PROTECTION

Please address the following questions, or your Institutional Review Board (IRB) Application may be submitted in lieu of these questions as long as that application fully addresses these areas.

1. Please provide the name of any human subject protection training that you have completed.
2. Provide a detailed description of the proposed involvement of subjects. Describe the characteristics of the subjects, including the anticipated number that will be involved, the age range. Identify the criteria for inclusion or exclusion of any subjects. Explain the rationale for the involvement of special populations, such as children, persons with disabilities, pregnant women, prisoners, etc.
3. Identify the sources of research material obtained from or about individually identifiable subjects in the form of specimens, records, or data. Describe the procedures to be used and the types of data to be collected (e.g., standardized test, interviews, observations, etc). Indicate whether the material or data would be obtained specially for research purposes or whether the study will use existing records or data.
4. For primary data collection, describe the plans for the recruitment of subjects and consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. Indicate how subjects will be informed of their right to withdraw participation. (Attach ALL consent forms and/ or oral statements.)
5. Describe potential risks (physical, psychological, social, legal, or other) to human subjects and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might reduce the risks to subjects.
6. Describe the procedures for protecting against or minimizing potential risks (including risks to confidentiality) and assess their likely effectiveness. Discuss how confidentiality will be protected, who will have access to data, and provisions for securing the data. Discuss provisions for necessary medical or professional interventions in the event of adverse effects to the subjects. For primary data collection, describe the data collection process and any provisions for monitoring the data collection to ensure the safety and well-being of the subjects.
7. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.