

EXTERNAL RESEARCH REQUESTS

GUIDANCE FOR THE REVIEW OF PRIMARY DATA COLLECTION FOR RESEARCH STUDIES INITIATED OUTSIDE OF KAMEHAMEHA SCHOOLS

Research and evaluation are critical components in guiding us towards achieving a thriving lāhui, and thus should flourish within and outside of the Kamehameha Schools (KS). This means ensuring studies that utilize KS data are conducted, disseminated, and used in ethically, culturally, and organizationally responsible ways.

KS' Strategy & Innovation Group works in collaboration with other groups throughout the organization to process, review, and approve/not approve research that involves collecting data about students and employees. This is done to ensure the protection of the privacy and wellbeing of our constituents.

1 TO START, DETERMINE IF YOUR STUDY MEETS ALL OF THE FOLLOWING CRITERIA:

YOU WILL BE COLLECTING

PRIMARY DATA

IN OTHER WORDS, YOU WILL BE OBSERVING, INTERACTING, OR INTERVIEWING KS INDIVIDUALS IN ORDER TO COLLECT INFORMATION ABOUT THEM.

YOUR STUDY WAS

INITIATED OUTSIDE OF KAMEHAMEHA SCHOOLS

IN OTHER WORDS, YOUR STUDY WAS NOT INITIATED BY KS AND IS BEING DONE TO PRIMARILY FULFILL AN OUTSIDE INTEREST LIKE A GRADUATE DEGREE.

YOUR STUDY IS CONSIDERED

RESEARCH

IN OTHER WORDS, A SYSTEMATIC INVESTIGATION MEANT TO CONTRIBUTE TO GENERALIZABLE KNOWLEDGE OR EVALUATE AN ITEM OF INTEREST.

STUDIES CAN BE:



NOT-APPROVED



APPROVED WITH MODIFICATIONS



APPROVED

2

SUBMIT COMPLETE AND SUBMIT A RESEARCH STUDY APPLICATION

3

REVIEW STRATEGY & INNOVATION WILL REVIEW YOUR APPLICATION

4

DECISION A DECISION IS MADE ON IF THE RESEARCH MAY BE CONDUCTED

5

BEGIN IF APPROVED, YOUR RESEARCH CAN BEGIN. BE SURE TO COMMUNICATE ANY CHANGES AND PROVIDE COPIES OF PUBLICATIONS FOR REVIEW.

Questions? Comments? Contact us at Strategy.Innovation@ksbe.edu

June 2018