

External Research Requests

Guidance for the Review of Primary Data Collection for Research Studies Initiated Outside of Kamehameha Schools

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Kamehameha Schools
Strategy & Transformation,
Research

strategy.innovation@ksbe.edu

Frequently Asked Questions

What is the purpose of the External Research Request process?

The purpose of this process is to provide approval or non-approval to researchers seeking to collect data from Kamehameha Schools (KS) students or staff for research purposes. Studies that meet all the following criteria must go through this process before beginning:

- The study involves *observing, interacting, or intervening with KS individuals* (e.g., students, employees) for the purposes of collecting information about individuals.
- The study is a *systematic investigation* meant to contribute to generalizable knowledge or to evaluate an item of interest.
- The study is *not initiated by KS*. The personnel managing or conducting the project may be a KS employee, but s/he is not acting on behalf of KS with regard to this project (e.g., a KS campus teacher gathers student data to support dissertation requirements).

I have gone through the External Research Request process before. Has it changed?

The review of such activities was conducted over the past decade by the KS Research & Evaluation Division and was inherited by the Strategy & Innovation Group in 2015, and is now overseen by the Strategy & Transformation Group.

As we reviewed this process, we identified areas that could be streamlined to be more efficient and user-friendly.

As a researcher seeking to conduct data collection, you should find this revised process to be shorter with one point-of-contact throughout the entire process. As a leader within a KS Group who would participate in the review and approval of such projects, you should find this process less time intensive and more collaborative with Strategy & Innovation.

What do I need to do?

If you, or any staff that you oversee, are interested in starting a project that meets the above criteria, please contact Strategy & Transformation by emailing strategy.innovation@ksbe.edu or calling 808-534-3942. We can also talk with you to help you figure out if your project meets the above criteria.

What about studies or data collection that fall outside of this process?

This guidance does not cover all data collection, research, evaluation, and monitoring activities that take place within KS. Guidance for activities that fall outside of this process should be discussed with your supervisor.



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