

For Research and Evaluation Office Use Only

Acceptance -Internal **Acceptance – External** **Non-Acceptance**

**Application for Research and Evaluation (R&E) Services
West Virginia Department of Education
Building 6, Room 722**

Please review following priorities then reply to the items below and submit the application to WVDE Research and Evaluation Services, Office of Assessment and Accountability.

New research or evaluation projects will be undertaken in priority order as follows:

- 1) New research/evaluation studies to provide formative or summative evaluation information for data-based decision making for programs now underway within or funded by WVDE.
- 2) Responses to federal and other funding agencies for which evaluation/research information is needed within the next six months and that are not in contract with external providers (formative and summative evaluation reports, proposals, annual performance reports, etc.).
- 3) Evaluation reports or research studies conducted by external providers with whom contracts are ending and continued evaluation or research is needed.
- 4) Technical assistance or training within WVDE for individuals or groups on interpretation of evaluation findings and implications for decision making (includes getting access to and utilizing online research resources).
- 5) Research or interpretation of research and recent literature on new initiatives to improve teaching and learning in West Virginia.
- 6) Technical assistance or training for LEAs in evaluating program effectiveness and using evaluation/research findings.

Applicant Name	Office within WVDE	Room number	Extension and e-mail

- I. Description of Need (Please include purpose, audience, research question/s, and impact for the evaluation or research on a separate sheet. This should be revised based on the worksheet and subsequent meeting. Please see the attached example):**

- II. Funding Source and Limit (Research and evaluation require WVDE staff time and travel, survey or pretest/posttest printing and administration, released time for teachers, computer analysis, report printing and distribution, and/or other costs not budgeted in the Office of Student Assessment Services. Please provide the funding source for the project so that feasibility of producing the requested work can be assessed by the Research Review Team).**

Account Name: _____ Limit: _____

Fund: _____ ACT: _____ FIMS GRANT: _____ PC: _____

Approval attached via letter or e-mail from funding organization

- III. Key Staff (Research and evaluation staff will contact the WVDE staff listed below for further information relating to this application).**

Name	Position	Office	Phone	E-Mail address

- IV. Information Resources (Please list WVDE databases or external sources of data, research, or other facts necessary to completing the research or evaluation project).**

- V. Timeline (Provide requested deadlines for data collection, deliverables, and/or final presentation, if known). Invoices will be billed based on the agreed upon deliverables listed below.**

Deliverable	Cost	Due Date

All applications will be reviewed by the Research Review Team. All acceptance/refusal decisions will be discussed with applicants as potential partners in the project. The review process includes steps listed on the below:

Application received (date):

Meeting with WVDE project requestors (date):

Response to application delivered (date):

Decision to undertake project (circle one): Yes No At a future date TBD External

If yes, timeline approved by applicants (date):

Projected completion (date):

Additional specifications or exceptions (add sheets if necessary):

Thank you for your assistance.

**Larry White
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WVDE Office of Assessment/Accountability
304-558-2546, Ext. 53419**