

INSTITUTE *for* EDUCATIONAL INITIATIVES

Program Evaluation and Research

Policy on ACE-Affiliated Research, Professional Publications, and Scholarly Activities **Last Updated: March 2019**

The Alliance for Catholic Education supports research, publication and projects for the advancement of educational knowledge and welcomes the opportunity to collaborate on research that makes significant contributions to the growing field of Catholic Education. Official ACE support of research activities may come in one or a combination of forms, including: 1) direct collaboration on the study or project team, 2) sharing program data collected for evaluation purposes; or 3) facilitating access to ACE-affiliated programs, participants, schools, or students.

All research-related requests received by ACE must be reviewed by the Program Evaluation and Research team of the Institute for Educational Initiatives at the University of Notre Dame. The IEI Program Evaluation and Research Team is responsible for providing access to ACE participants and negotiating access to ACE schools for the purposes of scientific research, professional publications, and informal or popular publications and activities. To ensure fairness and equity in the review of research proposals, the policies outlined below apply to all internal and external research, publications and activities that focus on ACE participants and staff, ACE documents, and ACE practices.

Policies for Conducting Research Related to ACE Programs, Participants, or Schools

1. In order to be considered for an ACE research collaboration, the Principal Investigator (PI) must provide the IEI Program Evaluation and Research Unit with their proposed research study and goals. Typically [submitted by the PI through an online form](#), this initial information should minimally include:

- contact information for the PI
- an overview of the study and specific research questions to be answered
- details about the proposed sample (including the names of specific ACE programs, participants, schools, and classrooms)
- proposed method of data collection
- potential benefits of the study for participants, the broader Alliance for Catholic education, and specific fields/sub-fields of educational research
- timeframe for beginning and closing the research project
- plan for dissemination of results
- potential/current funding sources
- names and institutions of additional collaborators

2. Once the information is received by the Evaluation and Research Team, the initial proposal will be reviewed. If the study is deemed suitable for further consideration, the PI will be notified and asked to provide the following additional information about their study:

- Plans for securing IRB approval
- Sampling and recruiting strategies with identified ACE populations
- Drafts of required consent forms
- Processes for ensuring data will be securely collected and archived
- Mechanisms for sharing data, updates, and dissemination pieces with ACE

3. Once this additional information is received, it will be reviewed and considered for approval by the Director of the IEI Program Evaluation and Research Unit, as well as any directors of ACE programs who would be impacted by the proposed work. This approval should be obtained before finalizing proposals to any Institutional Review Boards (IRB). A signed copy of the attached Research Agreement will confirm approval by ACE.

4. **PI Eligibility.** (a) Principal Investigators affiliated with ACE/IEI must complete the approval process outlined above before applying for IRB approval through Notre Dame.

(b) In addition to completing the approval process outlined above, Principal Investigators external to ACE/IEI must identify an ACE-affiliated co-Principal Investigator who will be a collaborator on the project and the included on all correspondence. All ACE faculty, as well as core program staff, are eligible to serve in the Co-PI role. Off-campus PIs must also complete the approval process outlined above and obtain necessary IRB approval from their respective institutions before the study commences.

5. Studies that draw on de-identified ACE evaluation data as a data source must read and abide by existing data sharing agreements with schools and dioceses.

6. A copy of IRB approval must be submitted and filed with the IEI Program Evaluation and Research Unit. All members of the project team, including graduate and undergraduate students, must also have completed IRB training (e.g., CITI training) as per the requirements of the IRB. The PI will retain and safeguard all of the original data collected for the study and publications as described in the IRB protocol for the study.

7. Changes from the accepted research/project or extensions of the timeline must be approved by the IEI Program Evaluation and Research Unit and the relevant directors of ACE programs impacted by the study. A copy of an approved IRB amendment must also be filed with the Evaluation and Research Unit when applicable.

8. **Ongoing communication and data sharing with ACE.** Approved research collaborations with ACE require the following reporting elements in order to remain in good standing:

- Once the project period begins, the PI will provide the IEI Program Evaluation and Research Unit bi-annual reports documenting research progress/outcomes; and
- the PI will provide to the IEI Program Evaluation and Research Unit a summary report of findings resulting from the research project within 6 months of the project end date.

In addition, the Principal Investigator will provide to the IEI Program Evaluation and Research Unit a copy of any anonymized and aggregate data generated by the study, in a mutually agreeable electronic format, and in conformity with university IRB protocol and research consent

forms.

9. ACE Related Professional Publications and Activities. Projects and publications that focus on ACE programs, participants, experiences, schools and classrooms as participants must be reviewed and approved by the IEI Program Evaluation and Research Unit and any directors of ACE programs that are connected to the work. These scholarly products must abide by any relevant data sharing agreements when applicable.

Presentations and publications generated by the proposed project must acknowledge the Alliance for Catholic Education and the Institute for Educational Initiatives at the University of Notre Dame in its text. This citation may be used in addition to other institutional or grant sources of support.

10. Non-Compliance. Researchers and scholars who fail to follow the IRB protocols of their respective institutions, conduct research without the appropriate human subjects protection, or access ACE participants and staff or records without prior approval of the IEI Program Evaluation and Research Unit will be reported to the U.S. Department of Health and Human Services and subject themselves and/or their host institution to a variety of legal and fiscal sanctions.

Research Agreement

By signing below, the Principal Investigator acknowledges that he/she has read the policies outlined above. The Principal Investigator also indicates his/her agreement to these terms and conditions for conducting research on ACE-affiliated programs, participants, schools, and/or students.

Principal Investigator

Date

Principal Investigator (Internal)

Date

Director of the IEI Program Evaluation
and Research Unit

Date

Signatures of Appropriate ACE
Program Directors

Printed Names of Directors

Date

Study Initialization:

Study Number:

Date of initial webform submission:

Study PI:

Date of final approval by ACE:

Official project start date:

IRB Protocol Number:

Date of IRB Approval:

Anticipated dates for project reporting: