



## Research Application Checklist

- You have completed all items/questions on the Application Form.
- You will send in the agreement (on the bottom page of the Application Form) with the signatures of the main project contact person and the project director/supervising professor.
- Proposed start date is at least one (1) month from your submission date for your project.
- You have attached copies of any instruments you will use in this project.
- You have attached copies of all parental/guardian consent forms.
- You have provided any materials that will be given to parents/guardians in both English and/or their anticipated home language, or will provide translations after approval.
- Upon approval, you will provide one (1) extra copy of your application for **each** school where you are planning to collect data for principal review.
- Include this application checklist with all the other documents in your application.
- Email, mail or fax your application form and supporting documents to:

Dr. Yuping Anselm  
Coordinator of Research and Program Evaluation  
Department of Accountability and Program Evaluation  
Fort Bend Independent School District  
16431 Lexington Blvd.  
Sugar Land, TX 77479  
Fax: 281-634-1532  
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