

**Projects that Involve Students, Data or Personnel from the
Hawaii Department of Education (HIDOE)**

UH faculty or students who are planning to conduct research at a HIDOE school or office, which does not include charter schools or offices, must have prior written approval by the HIDOE and the UH IRB. Activities included under this policy may involve surveys, interviews, focus groups, program or curriculum evaluations, assessments, or interventions for the purpose of research.

The researcher is required to obtain prior approval by the Human Studies Program as exempt or, if the project does not qualify as exempt, by a UH IRB. Instructions for submitting such applications can be found on the UH IRB website under, [How to Apply for IRB Approval](#).

The researcher must also submit an *Application to Conduct Research* to HIDOE and receive written approval from the HIDOE Superintendent prior to contacting any HIDOE school or office about its participation in the proposed study. The HIDOE online application and instructions can be found at <http://apps.hidoe.k12.hi.us/research>.

In addition, written approval must be obtained from the school principal, director, or other person responsible for the site at which the research will be performed. This responsible person must be given the opportunity to review the research procedures, and they must be provided with contact information (email and phone) for the UH Human Studies Program. The phone number for the Human Studies Program is 808.956.5007 and the email address is uhirb@hawaii.edu.