
**AFFIRMATION AND ACKNOWLEDGEMENT OF THE PROCEDURES AND CONDITIONS FOR
CONDUCTING RESEARCH IN THE AMERICAN SAMOA DEPARTMENT OF EDUCATION**

Section I: Researcher Information

Name: _____

Affiliated agency or institution: _____

Email address: _____ Phone number: _____

Mailing address: _____

Section II: Affirmation of Research Project Quality & Representative Responsibilities

I, the above-named research reviewed the Application to Conduct Research in the American Samoa Department of Education (ASDOE) to which this document is attached (“the Application”) and affirm that, to the best of my knowledge, the research project in the Application (“the Project”), entitled,

is educationally worthwhile and of sound technical design.

Furthermore, I affirm that I will:

1. Comply with the established procedures and conditions for conducting research in ASDOE, as described in this document;
2. Act in accordance with professional ethics and standards of conduct when implementing the Project, to include the use of the data collected or made available to me by ASDOE (collectively referred to as “the Data”) in an ethically responsible manner consistent with the Forum Code of Data Ethics;¹
3. Ensure the handling of the Data are in compliance with federal regulations, such as the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and the Individuals with Disabilities Act (IDEA)
4. Duly note the general source of information as “American Samoa Department of Education;”
5. Submit an electronic copy of the final report on the Project, including its findings and any related recommendations, to the IDS office ***no later than six (6) months after the end of the Project’s approval period.***

¹ For information about the Form Code of Data Ethics, see the National Forum on Education Statistics’ *Forum Guide to Data Ethics*, available from the U.S. Department of Education’s National Center for Education Statistics (NCES) website at: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010801>.



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Section III: Acknowledgement of Conditions for Conducting Research in ASDOE

In addition, I acknowledge the following:

1. Participation in the Project by ASDOE students and personnel will be strictly voluntary and contingent upon the written approval of the school or office administrator(s) and the written consent of the individual participant(s) (and, in the case of minor participants, their guardians);
2. All activities related to the Project must take place at dates, times, and locations agreed upon by the administrators of the participating schools and offices;
3. Copies of the Project's data collection instruments (e.g., surveys, interview schedules) must be presented to the administrators of the participating schools and offices for review prior to the implementation of the Project;
4. If the Project will involve participants who are minor students, a copy of the data collection instrument(s) must, upon request, be made available to the students' guardians for review in the office of the participating school prior to the implementation of the Project;
5. Oral instructions must be provided for all participant activities related to the Project that involve minor students;
6. In the event that there is a security breach involving any of the Data that are personally identifiable, I will immediately report the breach to the IDS or EdTech office in writing;
7. Violation of any of the procedures or conditions for conducting research in ASDOE described in this document will result in the immediate revocation of the Project's approval and implementation will cease.

Print Name: _____

Signature: _____ Date: _____

