

Statement of Agreement (SOA) for Letters of Support 2024-2025

This Statement of Agreement for generating a potential letter of support, effective as of the ____ day of _____ 2024-2025 is entered into by Durham Public Schools (DPS) and _____ for the grant/research proposal entitled, _____.

For and in consideration of the mutual agreements contained herein, the parties hereby agree as follows:

I. Obligations of the Requestor

- a. Inform the district regarding the status of the grant/research proposal within two weeks of receiving notification.
- b. Set up an informational meeting with district personnel to discuss implementation of the grant/research project, including any data collection, and the voluntary nature of their participation.
- c. Submit a research application during the appropriate cycle window that aligns with the grant parameters outlined in development meetings with district personnel.
- d. When conducting research in schools, individuals shall abide by DPS standards of professional conduct and dress. Failure to do so will be cause for immediate termination of the grant/study and retraction of research approval.
- e. All researchers must sign and adhere to the DPS Data Sharing Agreement.
- f. Upon conclusion of the grant/research study, a final report will be submitted to the Coordinator of Grants at no charge. A copy of the final report must be submitted within two months of final data collection. However, if a more formal report is to be released, the author shall provide DPS a formal copy at no charge. The researcher further agrees to release this report for use by DPS without remuneration.
- g. In exchange for the cooperation of DPS, the researcher agrees to present his/her results to the district's senior staff and other involved in the study at no cost to DPS.
- h. Be responsible for data collection and research application fees as incurred.
- i. Designate a percentage of grant/research funds for indirect costs, district/school staff, and other incidentals in the development and execution of the grant/research study.

II. Obligations of DPS Staff or Designee

- a. Review and fully understand all aspects of the grant/research. Contact researcher for clarification if needed.

- b. Determine appropriateness of grant/research based on staff feedback, school culture, current research and/or intervention initiatives and any other pertinent factors.
 - c. Abide by the DPS Data Sharing Agreement. Do not release any identifiable student data.
 - d. Payments for any grant management fees must be paid prior to the implementation of the grant cycle within the district or selected schools.
- III. **Term.** District approval shall be granted through the end of the school year in which the SOA was generated. All research must be completed by April 30.
- IV. **Termination for Convenience.** DPS may terminate this Agreement immediately and at any time with or without providing written notice to the recipient.
- V. **Monetary Terms.** DPS may not be required to fund, staff, or provide any other resources to support this research proposal.
- VI. **Modifications.** Any modification to the terms set forth in this agreement shall nullify this agreement. Any modification in the approved research proposal shall nullify this agreement.
- VII. **Compliance.** All research activities must abide by the Family Education Rights and Privacy Act (FERPA), DPS Board policies, and research proposal procedures. The researcher is aware of FERPA (1998 and 1996 Amendments) North Carolina G.S. §115C or any other state or federal laws. All parties must abide the FERPA of 1998 and its 1996 amendments, as well as all portions of North Carolina G.S. §115C that pertain to the use of education data and agree to uphold both the legal and ethical intentions of each. As such, the researcher will not use secure data without proper notification or in any way that is prohibited by state or federal law. The researcher understands that to violate these laws risks the withdrawal of U.S. Department of Education funds and constitutes a misdemeanor under North Carolina law.
- VIII. **Corporate and For-Profit Research.** DPS does not participate in research that may ultimately be sold and/or marketed for profit.

Signature Page

Primary Researcher

Signature

Date

DPS Staff

Signature

Date

DPS Chief of Staff

Staff Signature

Date