

Instructions
MLER SIG National Middle Grades Research Project
Common Planning Time: Phase II

Welcome to the MLER SIG National Middle Grades Research Project (NMGRP) on Common Planning Time (CPT): Phase II!

Phase II of the NMGRP involves the collection of quantitative data via a teacher survey. All current members of the MLER SIG are welcome to participate in the project. The MLER SIG has partnered with the Center for Prevention Research and Development (CPRD) at the University of Illinois for this phase of the project. In Phase II, researchers will work with middle schools in their communities to conduct a teacher survey about CPT practices, benefits, outcomes, and its impact on students and teachers.

To participate in Phase II of the CPT project, you must complete the following steps:

1. Every researcher must complete the electronic training for Phase II of the CPT project. Go to the MLER SIG website (<http://www.rmle.pdx.edu/>) and download a copy of the training file to your computer. Open the file and listen to the audio as you view the training slides. The training takes approximately 60 minutes to complete.
2. After you have completed the training, download a copy of the MLER SIG NMGRP Memo of Agreement from the MLER SIG website (<http://www.rmle.pdx.edu/>). Read the agreement and sign it at the bottom as indicated. Either fax or email a copy of the signed agreement to one of the project coordinators listed at the bottom of the agreement.
3. Once your Memo of Agreement is received by the project coordinator, you will receive an email containing the MLER SIG NMGRP training manual for Phase II of the CPT Project. The training manual contains all the materials you will need to participate in the project. It has a full set of instructions as described in the training, templates for obtaining IRB approval, a copy of the CPT Teacher Survey, a form to order surveys, and resources for you to use throughout the project.
4. You are now ready to participate in Phase II of the CPT Project. Use the manual as a reference as you select schools to work with, order surveys, meet with teachers and principals, and collect the CPT Teacher Survey data. Best wishes for a successful data collection!

If you have any questions, please contact one of the Project Coordinators:

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Thank you for your participation in Phase II of the CPT Project!