

**Guidelines for External Research Proposals with Incentives or Stipends for Participants**

“External Research Proposals” must be reviewed and approved by LAUSD. External Research Proposals include research conducted by any external individual or entity, including a LAUSD employee conducting research as part of a graduate school program. External Research Proposals also include external program evaluations.

In some cases, External Research Proposals may contain provisions for incentives or stipends for participants in the research study. The researcher is solely responsible for all costs associated with the proposed incentives or stipends.

General Requirements for Surveys or Assessments as Part of External Research

- No surveys or assessments may be conducted without the prior written review and approval of LAUSD. Depending upon the research proposal, the following LAUSD groups must *each* approve External Research Proposals *before* any external entity begins research within LAUSD:
 - Committee for External Research Review (Please note, approval from CERR is one of the first steps, but not the final step in moving forward with a proposal.)
 - LAUSD sponsoring office or division
 - Office of Data and Accountability
 - Procurement Services Division, for any related Memorandum of Understanding or other contract
- Even with proposed incentives, the amount of time spent on completion of surveys or assessments may be limited based on labor restrictions. Consultation with a Labor Relations representative may be necessary before LAUSD employee participation in such surveys or assessments is approved. Any online platforms the researcher plans to use must meet LAUSD IT Security requirements prior to being used to collect information from participants.

Requirements for Incentives or Stipends for Students and Family Participation

- All participation is completely voluntary. Any incentive or stipend should not be used to coerce participation.
- Participation must be open to students or families consistent with law and LAUSD policy requirements for nondiscrimination.
- Any donations must be processed in accordance with LAUSD policy (see BUL-5895.2, *Donations*, for additional information).
- In general, the limit on gifts to students or families is no more than \$40. Under ASB principles, incentives should be no more than \$15.
- Any incentive or stipend must be reasonable and available to all participants. “Raffles” of incentives or stipends are not permitted. There are certain legal requirements for conducting raffles that would not be met in the context of a research study.

Requirements for Incentives or Stipends for LAUSD Employee Participation

- All participation is completely voluntary. Any incentive or stipend should not be used to coerce participation.

- Participant selection must be consistent with applicable LAUSD policies and collective bargaining agreements.
- Any donations, including donations to pay for Z-time, must be processed in accordance with LAUSD policy (see BUL-5895.2, *Donations*, for additional information). Any gift cards donated to a school for use as an incentive for LAUSD employees must be recorded and tracked (see REF-055300, *Tax Implications on Employee Receipt of Gift Cards, Tickets, and Other Fringe Benefits*, for more information).
- LAUSD's cumulative gift limit is \$100 in a single calendar year from a single source. Stipends in the form of Z-time are considered income for work performed, so long as the stipend's hourly rate is the same as the Z-time rate for each LAUSD employee being paid. Stipends and incentives that exceed that hourly rate are considered "gifts," and must comply with LAUSD policies, including LAUSD's gift limit and *LAUSD Employee Code of Ethics*.
- Please see the *LAUSD Employee Code of Ethics* for more information.