

## ADMINISTRATIVE PROCEDURE

## APPLICATION FOR PERMISSION TO CONDUCT A RESEARCH STUDY IN THE DISTRICT SCHOOL BOARD OF NIAGARA SCHOOLS

Each year, the District School Board of Niagara (DSBN) receives requests from individuals, agencies and institutions to conduct research involving its staff and students. While the Board recognizes the benefit of research, this must be balanced with a commitment to research in schools that is educationally beneficial and relevant, with minimal interference with the regular program. The confidentiality and anonymity of both the persons involved and the DSBN must be enforced (Administrative Procedure 4-06).

### APPROVAL PROCESS

**Six** copies of the research application must be submitted to the **Research Recording Secretary for the DSBN Educational Research Committee c/o Education Centre, 191 Carlton Street, St. Catharines, ON, L2R 7P4** who will acknowledge, in writing or by email, receipt of the application. All relevant dates are available on the Board website. The DSBN Educational Research Committee will review a maximum of six proposals per meeting on a first come, first served basis.

All applications will be reviewed by the Educational Research Committee in accordance with the Board-established criteria as set out below:

- (a) All approved research projects in schools must benefit education in the District School Board of Niagara.
- (b) All research projects must be designed to produce a minimum of intrusiveness for staff and students.
- (c) Participation in a research project by a school, its staff and each of its students is voluntary and requires obtaining active, informed written consent.
- (d) All personal and confidential information must be administered in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and its Regulations. This means that the confidentiality of individual participants and class/school names and the name of the school board must be assured; that parental consent procedures must be included in the applicant's submission; and that the researcher(s) must agree to sign a Research Agreement which will be sent to them after approval has been granted.
- (e) Researcher(s) must show a current criminal record check document to the Principal before beginning working in the school.
- (f) The researcher(s) shall avoid the use of techniques which invade the privacy and/or threaten the integrity of the student or his/her family.
- (g) Upon completion of the research project, the researcher(s) must provide a copy of the full report to the Research Recording Secretary for the DSBN Educational Research Committee and a copy of the summary of findings or executive abstract of the research study to the Principal(s) of the school(s) where the research was conducted.

After reviewing the research proposals, the Educational Research Committee may make one of the following recommendations that are reported to the Education Program and Planning Committee, and thereafter to the Board: approval, an approval with specific conditions which must be met prior to the beginning of research, a deferral to a later meeting, or a denial.

Only research projects approved by the Board shall be permitted to be conducted within the District School Board of Niagara schools.

Following consideration by the Board, a decision to approve or not approve a project will be communicated, in writing or by email, by the Research Recording Secretary for the DSBN Educational Research Committee to the applicant. It will be necessary for the applicant to present a copy of the Research Agreement fully signed by the designated Board official and researcher to the Principal(s) of the school(s) in which they are requesting to conduct the research.

### MODIFICATIONS TO APPROVED RESEARCH

Requests for extensions to timelines to conduct research in DSBN schools are to be directed to the committee chairperson. In the event of any modifications or revisions to the original research project, the researcher must complete the "Request for Approval of a Revision or Modification to an Ongoing Application to Conduct Research" form (see Appendix B) and submit it to the Research Recording Secretary for the DSBN Educational Research Committee. Significant modifications to research projects require the approval of the Educational Research Committee, while minor modifications to research projects may be approved by the committee chairperson.

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**A) APPLICANT INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Res.): \_\_\_\_\_ Telephone (Bus.): \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Institution/Agency: \_\_\_\_\_

Position/Role: \_\_\_\_\_

**B) PROJECT DESCRIPTION AND TIMELINE**

Title of research proposal: \_\_\_\_\_

\_\_\_\_\_

Preferred start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

Expected date of report to Board (*research summary submitted to the board/participating schools*):

\_\_\_\_\_

Please list all other school boards to whom you are submitting an application to conduct this research.

**C) NATURE OF RESEARCH**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Undergraduate thesis | <input type="checkbox"/> Master's thesis | <input type="checkbox"/> Doctoral thesis              | <input type="checkbox"/> University research |
| <input type="checkbox"/> Principal's course   | <input type="checkbox"/> AQ course       | <input type="checkbox"/> Externally-sponsored project |  |
| <input type="checkbox"/> Other _____          |  |   |  |

**Proof of permission and/or ethical review is required from your university/institution.**

- ☐ The approval/ethics certificate from my university/institution is attached.
- ☐ In progress (please provide details below, including expected date of approval/amendment).

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**D) RESEARCH OBJECTIVES/RATIONALE/PURPOSE**

1. Provide a brief summary of your literature review and/or the theoretical foundations for your study.
2. Explain the practical benefits and/or contribution of this research to the participants, to the district school board and/or to the education system in general.

**E) DATA COLLECTION AND/OR DATA REQUESTS**

1. Describe the proposed data collection. Include the number of sites/schools required and the name of any preferred schools or sites. Do not contact the schools prior to receiving *approval*.

2. How many students will directly participate?

Number of Students	Grade/Program	Time Required	Additional Details

How many teachers will directly participate?

Number of Teachers	Grade/Program	Time Required	Additional Details

How many other school personnel will directly participate?

Number of Staff	Staff Role	Time Required	Additional Details

3. Describe any other requests for data from the District School Board of Niagara.

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## F) METHOD OF INVESTIGATION/STUDY

1. Provide an outline of your planned method(s) of data collection. List all data collection instruments (e.g., tests, surveys, interview guides, etc.) and attach copies to this application.
2. Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining **informed consent** for participation. Attach copies of all information letters, consent letters, and other communication materials to this application.
3. Briefly explain the data analysis procedures you will use for your research.
4. List the security procedures in place for the protection of participant privacy and data storage.

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**F) METHOD OF INVESTIGATION/STUDY (cont'd)**

5. What arrangements will you make for students not participating in your research?
  
  
  
  
  
6. What arrangements will you make for students needing accommodations?

**G) ADDITIONAL REQUIREMENTS**

1. Facilities required (e.g., quiet workspace; gymnasium; classroom)
  
  
  
2. Assistance required (e.g., early access to room for set up; assistance with students)
  
  
  
3. Other resources or special arrangements required

**H) PROVISION FOR FEEDBACK**

1. Please describe your plans to report results to participants; participating schools, and/or the district school board office (Note that the DSN requires a copy of your full report):
  
  
  
  
  
2. Describe any publication/speaking plans for this research (e.g., academic press; social media; online news; conference presentations):

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**SIGNATURES**

Researcher

I have read the District School Board of Niagara *Application for Permission to Conduct a Research Study in DSBN Schools* about conducting research in the district and agree to follow its requirements if my application is accepted.

*Note that the final decision to participate in any research project always rests with the individual (e.g., principal, teachers, other staff; student through a parental consent form or a student assent form).*

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date

Professor/Sponsor/Affiliated Organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal, and moral questions arising from the proposal.

\_\_\_\_\_  
Contact Person (e.g., sponsoring professor, director of organization)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

**RETURN TO:** Research Recording Secretary for the DSBN Educational Research Committee  
c/o Education Centre  
191 Carlton Street  
St. Catharines, ON, L2R 7P4  
905-641-1550