

ADMINISTRATIVE PROCEDURE



APPROVAL PROCESS and 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 DSBN recognizes the benefit of research, it must be balanced with a commitment to research in schools that is educationally beneficial, relevant, reflective of the priorities outlined in the DSBN Strategic Plan, and have 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

Either an electronic or seven printed copies of the research application must be submitted to the **Research Recording Secretary for the 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 Educational Research Committee will review a maximum of four proposals per meeting on a first come, first served basis.

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

- (a) All approved research projects in schools must benefit education in the DSBN.
- (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 Administrator 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 Educational Research Committee and a copy of the summary of findings or executive abstract of the research study to the Administrator(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: approval, an approval with specific conditions which must be met prior to the beginning of research, a deferral to the next meeting, or a denial. Only approved proposals will be brought to Senior Team for approval.

Only research projects approved by the Educational Research Committee and the Senior Team shall be permitted to be conducted within DSBN schools. Following consideration by the Educational Research Committee, a decision to approve or not approve a project will be communicated, by email, by the Research Recording Secretary for the 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 DSBN official and researcher to the Administrator(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 Research Recording Secretary. 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 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.

ADMINISTRATIVE PROCEDURE



APPROVAL PROCESS and APPLICATION FOR PERMISSION TO CONDUCT A RESEARCH STUDY IN DSBN SCHOOLS Please keep to the space provided when completing the application

A) APPLICANT INFORMATION

Name: _____ Date: _____
Address: _____
City: _____ 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: _____

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

C) NATURE OF RESEARCH

- Undergraduate thesis Master's thesis Doctoral thesis University research
- Principal's course AQ course Externally-sponsored project
- 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).

ADMINISTRATIVE PROCEDURE



APPROVAL PROCESS and APPLICATION FOR PERMISSION TO CONDUCT A RESEARCH STUDY IN DSBN SCHOOLS Please keep to the space provided when completing the application

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?

Table with 4 columns: Number of Students, Grade/Program, Time Required, Additional Details

How many teachers will directly participate?

Table with 4 columns: Number of Teachers, Grade/Program, Time Required, Additional Details

How many other school personnel will directly participate?

Table with 4 columns: Number of Staff, Staff Role, Time Required, Additional Details

- 3. Describe any other requests for data from the DSBN.

ADMINISTRATIVE PROCEDURE



APPROVAL PROCESS and APPLICATION FOR PERMISSION TO CONDUCT A RESEARCH

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., School Administrator, teachers, other staff; student through a parental/guardian 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