



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> May 2011	<i>Replacing</i> All Previous
<i>Review Date</i> 2016	<i>Page</i> 1 of 9
<i>Contact Person/Department</i> Superintendent of Secondary Operations	<i>Identification</i> OP-6401

CONDUCTING RESEARCH

1.0 PURPOSE

Trillium Lakelands District School Board recognizes the important benefits and contributions of educational research while at the same time safeguarding the privacy of the educational community. The Board supports educational research, but acknowledges that students have been entrusted to schools for their personal education. Educational research will not take place at the expense of student achievement and well being.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Related Documents:
 - 2.1.1. Tri-Council Policy Statement - Ethics Conduct for Research Involving Humans
 - 2.1.2. Charter of Rights
 - 2.1.3. Municipal Freedom of Information and Protection of Privacy Act
- 2.2 Trillium Lakelands District School Board Policies and Procedures:
 - 2.2.1. Freedom of Information and Protection of Privacy Policy BD-2030
 - 2.2.2. Freedom of Information and Protection of Privacy Procedure BD-2031-AP
 - 2.2.3. Ontario Student Record Policy OP-6524
 - 2.2.4. Ontario Student Record Procedure OP-6525-AP
 - 2.2.5. Volunteers and Criminal Reference Checks

3.0 TERMS AND DEFINITIONS

- 3.1 Research: "Research involves systematic investigation; including data collection, analyses, interpretation, and reporting, in order to establish facts, principles and generalizable knowledge". (Tri-Council Policy Statement, 1998:1:1).
- 3.2. Researcher: Any individual or organization conducting research, including but not limited to, Master and Doctoral students, or researchers conducting projects for institutions (i.e. universities, colleges, agencies, hospitals).
- 3.3. The Research Advisory Committee: A committee established by a Superintendent consisting of, but not limited to, a Superintendent, a member of the communications department, a member of the curriculum department, a member from the special education department, the Program Officer, a secondary administrator and an elementary administrator.

4.0 ADMINISTRATIVE PROCEDURE

4.1 RESEARCH CRITERIA

Individuals or organizations interested in conducting research must complete an application package that will be reviewed by the Trillium Lakelands District School Board's Research Advisory Committee.

The following criteria will be considered for requests to conduct research:

- 4.1.1 Where appropriate, an ethical review of the proposed research has been completed and approved according to the guidelines of the affiliated institution/agency prior to the submission of the research application;
- 4.1.2 The research is relevant to education in general and/or the TLDSB Strategic Directions of the Board;
- 4.1.3 The research focus and procedures are consistent with Board policies;
- 4.1.4 The researcher has outlined appropriate procedures for obtaining informed consent from participants in the research;
- 4.1.5 The researcher has outlined appropriate procedures to deal with sensitive issues should they arise during the research;
- 4.1.6 The rights of the participants in the research are protected, including the privacy of personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act;
- 4.1.7 The research is not unduly demanding of students, staff, and individual schools, with respect to time and resources requested;
- 4.1.8 There are no inordinate time demands, which create undue interference with the instructional program of individuals or groups of students;
- 4.1.9 The use of the results of the research is clearly outlined;
- 4.1.10 A process is in place to ensure that the Research Advisory Committee shall receive a summary report of the results prior to any public disclosure or publication and within two months of completion.

4.2. SEEKING PERMISSION TO CONDUCT RESEARCH

- 4.2.1 The researcher must submit all the completed documentation included in this procedure to the Research Advisory Committee. (Appendix A)
- 4.2.2 All documentation must be typed and signed.
- 4.2.3 The researcher must provide written documentation demonstrating that the research proposal has been accepted by the ethics committee of the sponsoring institution/agency (if applicable).

4.3 RESEARCH ADVISORY COMMITTEE

- 4.3.1 The Research Advisory Committee will be established by a Superintendent consisting of, but not limited to, a Superintendent, a member of the communications department, a member of the curriculum department, a member from the special education department, the Program Officer, a secondary administrator and an elementary administrator.
- 4.3.2 The Research Advisory Committee will meet once a month to review research proposals. Researchers will receive a written response from the Committee within two weeks of the meeting.
- 4.3.3 The Research Advisory Committee will review the research proposal for ethical and methodological consideration.
- 4.3.4 The Research Advisory Committee reserves the right to terminate the research study at any time.
- 4.3.5 The president of the respective union(s) will be notified about approved research proposals involving the direct participation of union members.

4.4 SEEKING PARTICIPANTS

- 4.4.1 The approval of the Research Advisory Committee does not guarantee participation of a particular school in the research. If the project interferes with the educational process in a school, a principal may request that his/her school be excluded from the study.
- 4.4.2 The researcher requesting permission for students to participate in the research study must provide a written explanation for the parent/guardian describing the study along with the consent form.
- 4.4.3 The consent form must be signed by the parent/guardian of students under the age of 18. Students 18 years old and older may sign their own consent form.
- 4.4.4 The researcher must guarantee anonymity of the individual students, schools, and school personnel in reporting the results, unless written approval is obtained from parent/guardian of students (for those under 18), students, the school principal, the school staff involved and the Research Advisory Committee.

4.5 REPORTING ON RESEARCH

- 4.5.1 The researcher must submit a copy of their written report to the Research Advisory Committee within two months of the completion of the research as set out in the research criteria.
- 4.5.2 The researcher must agree to provide additional information to the Research Advisory Committee when requested.

5.0 APPENDICES

5.1 Appendix A – Application to Conduct Research

APPLICATION TO CONDUCT RESEARCH

Please complete all sections of the application form.

1. IDENTIFYING INFORMATION	Date:								
Name(s) of Researcher(s):									
Place of Employment:	Position:								
Mailing Address:									
Telephone Home:	Business:								
Fax:	E-mail:								
<p>Please check all that apply:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Undergraduate Paper/Thesis</td> <td><input type="checkbox"/> Institutionally Funded Project</td> </tr> <tr> <td><input type="checkbox"/> Masters Paper/Thesis</td> <td><input type="checkbox"/> Other (please specify):</td> </tr> <tr> <td><input type="checkbox"/> Doctoral Paper/Thesis</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Additional Course Qualifications</td> <td>_____</td> </tr> </table> <p>Please list any other school boards to which you have applied:</p> <p>_____</p> <p>_____</p>		<input type="checkbox"/> Undergraduate Paper/Thesis	<input type="checkbox"/> Institutionally Funded Project	<input type="checkbox"/> Masters Paper/Thesis	<input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Doctoral Paper/Thesis	_____	<input type="checkbox"/> Additional Course Qualifications	_____
<input type="checkbox"/> Undergraduate Paper/Thesis	<input type="checkbox"/> Institutionally Funded Project								
<input type="checkbox"/> Masters Paper/Thesis	<input type="checkbox"/> Other (please specify):								
<input type="checkbox"/> Doctoral Paper/Thesis	_____								
<input type="checkbox"/> Additional Course Qualifications	_____								

<p>2. TITLE OF STUDY:</p>

3. APPROVAL BY INSTITUTION/AGENCY

Not applicable

This research proposal has been approved by the Ethics Review Committee (if applicable):

Approved Not approved

Name of Institution/Agency: _____

Name of Supervising Authority (Please Print): _____

Position: _____ Telephone: _____

Signature: _____

*Please attach approval from the affiliated institution/agency's Ethics Review Committee.

4. OVERVIEW OF PROPOSED RESEARCH

a) Provide a brief description of the research, including the purpose.

b) State the approximate time period for data collection, including preferred start date.

c) Indicate the expected date the Research Advisory Committee will receive a copy of the written research report.

5. IMPORTANCE OF RESEARCH

a) State the educational benefits of this study to TLDSB.

b) State the direct benefit of this research to the participating school(s) and individual participants.

6. RESEARCH METHODOLOGY AND COLLECTION OF DATA

a) Describe the research design, including method for identifying potential participants.

b) Participants requested:

Preferred # of Schools: _____ Elementary schools Secondary schools

Name preferred schools: _____
(if any) _____

of Students: _____ Grade(s): _____

of Teachers _____ Grade(s) Taught: _____

of Other Board Employees: _____

c) Describe any assistance requested (i.e. students, teachers, parents, office staff, administrators). Please attach the letter of invitation for participants.

d) Describe any equipment and facilities requested.

e) Describe the data collection procedures.

f) Describe the data collection instruments (List all measures to be used and attach copies. i.e. includes tasks, surveys, activities or assessments.)

7. ETHICAL CONSIDERATIONS AND PROTECTION OF PRIVACY

- a) Describe procedures to ensure anonymity and confidentiality (including security of information).

- b) Describe the information requested from school records (consent required).

- c) Describe the method to be used to obtain informed consent (attach copies of all consent forms).

- d) Describe how participants will be prepared for their involvement in the study.

8. PROVIDING FEEDBACK

- a) Describe procedures for providing feedback to TLDSB and the participating school(s). The Research Advisory Committee may, at their discretion, request a verbal debriefing of the research.

9. RESEARCHER'S AGREEMENT

- I have read the Trillium Lakelands District School Board's Policy and Procedure for Conducting Research and agree that this research will be conducted in accordance with those procedures.
- Furthermore, I agree that I will maintain the utmost confidentiality and will not disclose any personal information I obtain on students, teachers, or others through my research.

Signature of Researcher: _____ Date: _____

10. DECISION OF RESEARCH ADVISORY COMMITTEE

- Revision Required (see notes attached)
- Not approved (see attached note)
- Approved

Signature of Committee Chair: _____

Date: _____