



| <b>ADMINISTRATIVE PROCEDURE</b>   |   |
|---|---|
| <i>Approval Date</i><br><b>2015</b>   | <i>Replacing</i><br><b>All Previous</b> |
| <i>Review Date</i><br><b>2020</b>   | <i>Page</i><br><b>1 of 9</b>            |
| <i>Contact Person/Department</i><br><b>Superintendent of Secondary<br/>School Improvement and<br/>Student Success</b> | <i>Identification</i><br><b>OP-6401</b> |

## **CONDUCTING RESEARCH**

### **1.0 PURPOSE**

Trillium Lakelands District School Board recognizes the value of educational research. The Board supports educational research, but only under circumstances that safeguard the privacy of the educational community and ensure a focus on student achievement and well-being.

### **2.0 REFERENCES/RELATED DOCUMENTS**

#### **2.1 Related Documents:**

- 2.1.1. Tri-Council Policy Statement - Ethical Conduct for Research Involving Humans 2<sup>nd</sup> edition, 2014
- 2.1.2. Canadian Charter of Rights and Freedoms
- 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. BD-2030 / 2031 Freedom of Information and Protection of Privacy Policy and Procedure
- 2.2.2. OP-6524 / 6525 Ontario Student Record (OSR) Guideline Policy and Procedure
- 2.2.3. ES-5000 / 5001 Volunteers in Trillium Lakelands District School Board Policy and Procedure

### **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 **RESEARCH ADVISORY COMMITTEE:** A committee established to represent the variety of departments and personnel within TLDSB.
- 3.4 **INFORMED CONSENT:** a voluntary agreement to participate in research. It is not merely a form that is signed but is a process, in which the subject has an understanding of the research and its risks. Informed consent is essential before enrolling a participant and ongoing once enrolled.

## 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 to represent the variety of departments and personnel within TLDSB.
- 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 consideration and for the safety and privacy of the students.
- 4.3.4 The Research Advisory Committee reserves the right to terminate the research study at any time.

### 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 informed 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 of age 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.
- 4.4.5 The researcher must guarantee safe data storage of all information/materials gathered.

### 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.

|  |   |   |   |   |  |  |       |   |       |  |       |
|--|---|---|---|---|--|--|-------|---|-------|--|-------|
| <b>1. IDENTIFYING INFORMATION</b>  | Date:   |   |   |   |  |  |       |   |       |  |       |
| Name(s) of Researcher(s):  |   |   |   |   |  |  |       |   |       |  |       |
| Place of Employment:   | Position/Role:  |   |   |   |  |  |       |   |       |  |       |
| Mailing Address:   |   |   |   |   |  |  |       |   |       |  |       |
| Telephone Home:  | Business:   |   |   |   |  |  |       |   |       |  |       |
| Cell:  | E-mail:   |   |   |   |  |  |       |   |       |  |       |
| <p><b>Please check all that apply:</b></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 Qualifications Course</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> PQP/SOQP Course</td> <td>_____</td> </tr> </table> |   | <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 Qualifications Course | _____ | <input type="checkbox"/> PQP/SOQP Course | _____ |
| <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 Qualifications Course  | _____   |   |   |   |  |  |       |   |       |  |       |
| <input type="checkbox"/> PQP/SOQP Course   | _____   |   |   |   |  |  |       |   |       |  |       |

|  |
|--|
| <p><b>2. TITLE OF STUDY:</b></p><br><p><b>PREFERRED START DATE:</b></p><br><p><b>PROPOSED DATE OF COMPLETION:</b></p><br><p><b>EXPECTED DATE RESEARCH ADVISORY COMMITTEE WILL RECEIVE A COPY OF THE WRITTEN RESEARCH REPORT:</b></p><br><p><b>Please list any other school boards to which you have applied:</b></p> <hr/> <hr/> |
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### **3. OVERVIEW OF PROPOSED RESEARCH**

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

b) State the approximate time period for data collection.

### **4. 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.

## 5. 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.)







**11. DECISION OF RESEARCH ADVISORY COMMITTEE**

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

Signature of Committee Chair: \_\_\_\_\_

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