



Waterloo Catholic District School Board

External Application to Conduct Research

GUIDELINES FOR SUBMISSION OF AN APPLICATION

All sections of the Application Form must be completed and typed in full before the proposal will be considered. Supporting documentation, including letter of information and consent and all instruments used in the study need to be appended to this form.

Please check that all information is attached as part of your application package.

- Typed Research Application Form with all sections complete.
- Recruitment Materials: A copy of any poster(s), flyer(s), advertisement(s), letter(s), and other verbal script(s) used to recruit/gain access to participants.
- Information Letter and Consent Form(s) for all participants.
- Materials: A final copy of all survey(s), questionnaire(s), interview questions, focus group questions, or other tests used to collect data.

Please submit one copy of this application form and all accompanying material to:

Kelly Roberts, Research Coordinator
Waterloo Catholic District School Board
35 Weber St. W., -- Unit A
PO Box 91116
Kitchener, ON, Canada N2G 4G2

Note: The submission of incomplete application packages will increase the duration of the ethics review process. To avoid common errors/omissions, and to minimize the potential for required revisions, applicants should ensure that their application and attachments are complete.

If you have questions about or require assistance with completing this form, please contact us at: Kelly.Roberts@wcdsb.ca by telephone at: 519-578-3660 x2417

Note:

Incomplete applications will delay the review process. As well, research projects that do not clearly align with WCDSB **Areas of Focus** may not be considered for review. It is the researcher's responsibility to clearly state in the cover letter how the project aligns with WCDSB **Areas of Focus** specified on page 3.

Parts of this application have been borrowed, with permission, from the research application forms of Hamilton-Wentworth District School Board.



Waterloo Catholic District School Board

External Application to Conduct Research

Part A: Application Information		Date:
Name of Principal Investigator:		
Mailing Address:		
Telephone Home:		Telephone Business:
E-mail:		Fax:
Qualifications: <input type="checkbox"/> Ph.D. <input type="checkbox"/> MA/MSc <input type="checkbox"/> BA/BSc <input type="checkbox"/> BEd <input type="checkbox"/> Other:		
Position: <input type="checkbox"/> University Faculty Member <input type="checkbox"/> Principal <input type="checkbox"/> Teacher <input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Other (please specify):		
Place of Employment: WCDSB Employees (name of School or office):		
Nature of Research (please check all that apply): <input type="checkbox"/> Doctoral Dissertation <input type="checkbox"/> University Faculty Research <input type="checkbox"/> Class Assignment (course name): <input type="checkbox"/> Masters Thesis <input type="checkbox"/> Contractual Project <input type="checkbox"/> Undergraduate Project <input type="checkbox"/> Externally funded project <input type="checkbox"/> Other (please specify):		

Information about Co-investigators/Collaborators		
1. Name	Qualifications	Phone Number:
Employer/ Affiliation		E-mail:
2. Name	Qualifications	Phone Number:
Employer/ Affiliation		E-mail:
3. Name	Qualifications	Phone Number:
Employer/ Affiliation		E-mail:

Part B: Project Description

A) GENERAL INFORMATION

1. Title of the study:
2. Purpose and/or rationale for proposed research:
3. Brief description of the problem:
4. Research questions and hypotheses:

B) EDUCATIONAL RELEVANCE

1. Contribution of your study to educational knowledge:
2. Benefits of the study to WCDSB students and/or staff:
3. Describe how your study aligns with the WCDSB's Areas of Focus:

Part C: Methods

A) TIMELINE

1. Proposed start date:
2. Proposed completion date:
3. You are encouraged to submit a <u>Final Report</u> of your project to the participating school(s) and to the WCDSB Research Coordinator. The format for the final report should include the purpose and/or rationale for your study, a brief description of the problem (literature review), procedures, results and discussion. Expected date for submission of completed report:

B) COLLECTION OF DATA

1. Provide a brief, step-by-step description of the procedures to be used in this study.
2. List and attach copies of all instrumentation (e.g., copies of questionnaires/surveys, standardized tests, questioning guides for interviews/focus groups, methods for observation, etc.).
3. Briefly describe the proposed methods of data analysis.

C) SAMPLE AND SAMPLE SIZE

1. Number of schools requested:																																									
2. List the names of preferred schools (if any) to be involved in your study. (Note: Board approval does not guarantee access to schools. Principals have the final decision of whether their school is involved).																																									
3. List any specific school characteristics (e.g., location, size, special characteristics, etc.) needed to complete your study.																																									
4. Complete the sections of the following table that apply to your study:																																									
<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Participants</th> <th colspan="2">Participant Time Required (approximate hours)</th> </tr> <tr> <th>Sample Size</th> <th>Grade and /or Subject</th> <th>Expectations (e.g., survey/test completion, interviews, etc.)</th> <th>Individual</th> <th>Group</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Teachers</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Students</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Parents</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (please specify)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Participants			Participant Time Required (approximate hours)		Sample Size	Grade and /or Subject	Expectations (e.g., survey/test completion, interviews, etc.)	Individual	Group	Administration						Teachers						Students						Parents						Other (please specify)					
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Parents																																									
Other (please specify)																																									
5. In addition to the grade level and number of participants requested above, do the participants require any specific characteristics?																																									
6. Identify who will recruit potential participants and describe the recruitment process. Provide a copy of any materials to be used for recruitment (e.g., poster(s), flyers, advertisement(s), letter(s) and other verbal scripts).																																									
7. Is this research a multi-site study? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , what other schools/institutions/Boards of Education are involved?																																									

Part D: Feedback

1. How will debriefing and feedback to the participants and/or participating schools be accomplished?
2. How will you provide feedback to parents (if applicable)?
3. What are your plans for publication?
4. What are the intended use(s) of your results?

Part E: Confidentiality and Consent

1. Describe the method of obtaining informed consent (from all participants) and attach a copy of the information letter and consent form. Translation may be necessary in some cases.
2. Are there conditions under which anonymity of participants or confidentiality of data cannot be guaranteed? Yes No
If **yes**, please provide details:
3. What procedures will be followed for participants who wish to withdraw, either during or after the study?
4. Indicate how long the data (e.g., written records, questionnaires, video/audiotapes, electronic data, etc.) will be securely stored, the storage location and the method to be used for final disposal of data.

Note: It is expected that data and research materials will be gathered and handled in a manner consistent with the highest standards of ethical and scholarly practice. Fraud, falsification of data, and other forms of academic dishonesty will be reported to the appropriate authority.

5. Information Required from School Records:

Since the inception of Freedom of Information legislation, it is not possible to isolate individuals or groups and provide names to the researcher. Information collected as a routine part of school records is not obtained with the expectation of disclosure to independent researchers. Therefore, it is not possible to provide that information with names attached.

Access to the OSR. 4.3 The Educational Personnel “Under the Education Act, only supervisory officers and the principal and teachers of the school have access to the OSR, for the purpose of improving the instruction of the student. Subject to municipal and provincial freedom of information legislation, no one else has access to the OSR without the consent of the parent(s) or adult student.” Ontario Student Record (OSR) Guideline May 4, 1999.

Part F: Risks

1. Will compensation (financial or otherwise) be offered to participants?

Yes No

If **yes**, what will be offered?

2. Indicate if the participants might experience any of the following risks:

- a) Physical risk (including any bodily contact or administration of any substance)? Yes No
- b) Psychological risks (including feeling demeaned, embarrassed, worried or upset)? Yes No
- c) Social risks (including possible loss of status, privacy and/or reputation)? Yes No
- d) Is there any deception involved? Yes No
- e) Are any possible risks to participate greater than those the participants might encounter in their everyday life? Yes No

3. If you answered **YES** to any of 2 a-e above, please explain the risk.

4. Describe how the risks will be managed (including an explanation as to why alternative approaches could not be used).

Part F: Ethical Review

1. Will this application be reviewed by other REBs?

Yes No

If yes, who will review the proposal?

2. Has this study been denied approval by any other REB?

Yes If yes, please attach the REB letter. No

Part H: Funding/Sponsorship

Is the Project currently funded? Yes No

If **yes**, provide:

Name of Sponsor:

Period of Funding:

If **no**, is funding being sought?

Name of Sponsor(s):

Period of Funding:

Notification Date:

Part I: Researcher's Agreement

I agree that:

- Information collected as part of this study will not be used for any purpose other than that described in the application without written authorization from the Waterloo Catholic District School Board.
- I will maintain the utmost confidentiality with respect to any personal information on students, teachers, or others obtained through my research
- All individual identifiers will be destroyed after completion of the data analysis described in the application.
- No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.
- No Waterloo Catholic District School Board schools, teachers, students, or staff will be identified in any report emanating from this research.

Signature of Researcher:

Date:

Part J: Signature of Approval

Superintendent Signature:

Date:

Please do not contact the school(s) until the WCDSB Research Coordinator notifies you of its decision.

Forward your **complete** package to:

Kelly Roberts, Research Coordinator
Waterloo Catholic District School Board
35 Weber St. W., -- Unit A
PO Box 91116
Kitchener, ON, Canada N2G 4G2