Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

Research Annual Summary 2025-2026

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

Application Information:

Name: _____ Organization:_____

Role: _____ Date: _____

Title of Research: _____

WCDSB Reference number (**Note:** Found in letter/email of approval): _____

Annual Summary: Recruitment & Participant Details

Please list the name(s) of each school that agreed to take part in your research.

_____ _____

_____ _____

5) Please indicate the number of WCDSB participants who took part in your research:

Students: _____

Educators: _____

Parents/Guardians: _____

Principals/Vice Principals: _____

Other (Please specify below): _____

6) Please specify who the "Other" participants were:_____

7) Approximately what percentage of your anticipated recruitment needs for this project were met by the total number of WCDSB participants who took part in your research this year? (Please enter this percentage in numeric form without the % symbol): _____%

Annual Summary: Unanticipated Events

8) Did any WCDSB participants withdraw their consent to participate in your research?

☐ Yes ☐ No

9) Please indicate the number of WCDSB participants who withdrew their consent to participate in your research:

_____

10) Did any WCDSB participants report any adverse events as a result of their participation in your research?

☐ Yes ☐ No

11) Please indicate the number of WCDSB participants who reported experiencing adverse events as a result of their participation in your research:

_____

12) Please describe the adverse event(s) WCDSB participants experienced as a result of their participation in your research.

_____

_____

_____

_____

13) Were these adverse events reported to your organization's Research Ethics Board?

☐ Yes ☐ No ☐ Organization does not have a Research Ethics Board

14) Please describe the procedures/safeguards that have been put into place to protect participants from experiencing these same adverse events in the future.

_____

_____

_____

_____

15) Have there been any changes to your research procedures since you submitted your application to conduct research at WCDSB?

☐ Yes ☐ No

16) Please describe these changes you've made to your research procedures.

_____

_____

_____

_____

17) Were these changes to your research procedures reported to and approved by your organization's Research Ethics Board?

☐ Yes ☐ No ☐ Organization does not have a Research Ethics Board

Annual Summary: Study Completion

18) Have you completed this research?

☐ Yes ☐ No

19) Will you be applying to continue to conduct this research in WCDSB schools for the next school year?

☐ Yes ☐ No ☐ Unsure

Research Results Summary

20) Please provide a brief summary describing the purpose/goal of your research, the educational benefits/value of your research, and procedures that were used. This summary should be written in plain language, without jargon, so that it can be easily understood by individuals without knowledge of your area of research. [Word limit = 500 words]

_____

_____

_____

_____

_____

21) Have you attached a copy of any written feedback you provided to WCDSB schools or individual participants.

☐ Yes ☐ No

22) What type of feedback, if any, have you provided to WCDSB participants? (please check all that apply)

☐ Written feedback to the school principal

☐ Written feedback to individual participants

☐ Written feedback to central (i.e., non-school) WCDSB staff

☐ A presentation/workshop

☐ Other (please specify): _____

☐ I have not provided feedback to participants

23) If you provided feedback to WCDSB participants by directing them to a website where you've summarized the results of your research, please provide the website link below:

_____

_____ _____

Signature (handwritten or typed) Date (yyyy-mm-dd)

Notice of Collection

Personal information collected on this form us collected under the authority of section 169.1 of the Education Act and section 28(2) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Personal information will be used to inform the board's multi-year strategic planning and to administer the effective use of board resources. Questions about the collection, use, retention, or disclosure of personal information can be directed to the Research Lead at 35 Weber St. W., Kitchener, Ontario, N2H 3Z1, or at 519-580-3660.

Completed by: External Researcher
Distribution: External Researcher → Research Team → Superintendents & Director
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