

**CONDUCTING RESEARCH IN
HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD**

RESEARCH APPLICATION

Date: _____

Principal Investigator: _____

Name: _____ Phone: _____

Address: _____

Institute or Agency: _____ Phone: _____

Title of Research Proposal: _____

Study Category: Category 1 Category 2 Category 3

[See Administrative Procedure 260 Conducting Research in Hastings and Prince Edward District School Board for an explanation of categories and procedures].

Describe the general educational or psychological problem that your study addresses.

Purpose of Study:

Indicate the potential utility of this project to the educational system.

Please attach a copy of the entire proposal (to include the hypothesis to be tested, literature review, and methodology).

Give a Brief Description of the Proposed Data Analysis:

School Facilities Required (including teacher assistance):

Form F260-1 Research Application: page two

Sampling Design:

Collection of Data:

Subjects - Students:	Grade _____	No. _____	Time Required _____
	Grade _____	No. _____	Time Required _____
	Grade _____	No. _____	Time Required _____
- Teachers:		No. _____	Time Required _____
- Other Persons:	_____		Time Required _____
- # of Schools:	_____		Time Required _____

Provisions for Preparing Subjects for Involvement in Study:

Instruments: List all tests, questionnaires and measures to be used, and attach copies.

Information Required from School Records:

Method of Obtaining Parental Consent (if required). Please attach copy.

[Note: When research takes place in a school, letters seeking parent/student approval will be written and signed by the principal.]

Approximate Dates:

For Commencing Data Collection

For End of Data Collection

Provision for Feedback:

Procedures for Reporting

Expected Date for Submission of Completed Report to the Director of Education.

Plans for Publication:

Describe any Special Arrangements, Facilities or Circumstances:

Form F260-1 Research Application: page three

This is to certify that the above described research proposal has been vetted for its academic soundness. We have given consideration to ethical, legal, and moral questions arising from the proposal.

[Principal Investigator (Please type name and sign)]

Date

[Chairman of Department (Please type name and sign)]

Date

[Category 3 only]

[Please note: The Review Committee may request the Investigator to discuss the proposal in person.]

Recommendation of the Review Committee:

Approval:

The above research project has been approved subject to the conditions listed below:

Category 1

Principal's Signature

Category 1,2,3

Director's Signature

Contact Person with Hastings and Prince Edward DSB

Telephone

Supervisor of Research Activities

Conditions of Approval:

[Additional conditions may be attached]

RESEARCH/INDEPENDENT STUDY APPROVAL AT THE SCHOOL LEVEL

Student Name: _____ Age: _____
Course: _____ Teacher: _____

FOCUS

Topic: _____

Purpose of the Study:

Research Question: _____

Who will receive the information (oral and written) in this study?

PLAN

How are you going to collect information? (please ✓)

- (a) Research Electronic Databases
- (b) Research Print Materials
- (c) Survey/Questionnaire
- (d) Interview
- (e) Observation
- (f) Experimentation
- (g) Other

If using (c) or (d), or if you are involving people in (e) or (f), how many people are involved?

What criteria will you use to select your subjects?

How have you ensured that your subjects' names will be protected?

How have you ensured that your subjects' answers will not be given to other people?

If you are performing an experiment, what safety or animal care precautions have you taken?

PROCESS THE INFORMATION

Explain how you will analyze your data.

COMMUNICATE

How are you going to report on your findings?

What types of support and evidence will you use?

How will the needs of the audience be accommodated?

Please attach (a) copies of all print materials being used to collect your data. Have you included a MFIPPA statement where required?
(b) your task analysis

Signature of Student

Signature of Teacher

Form F260-2 Research/Independent Study Approval at the School Level: page four

APPROVAL

Student Name: _____ School: _____

Independent Study Topic: _____

Your research/independent study has been approved subject to the conditions listed below.

Signature of Teacher

Signature of Principal/School Research Committee

Conditions of Approval: _____

Form F260-3 Approval of Complex Research Projects at the School Level: page one

Page 1 of Form F260-2 Research/Independent Study Approval at the School Level should be used in conjunction with the material that follows for Form F260-3.

PLAN

How are you going to collect information? (please ✓)

- (a) Research Electronic Databases
- (b) Research Print Materials
- (c) Survey/Questionnaire
- (d) Interview
- (e) Observation
- (f) Experimentation
- (g) Other

If using (c) or (d), or if you are involving people in (e) or (f), how many people are involved?

What criteria will you use to select your subjects?

Indicate how you are going to inform your subjects of the following conditions which must be met when they participate in your study.

approval in writing from parents or the adult student;

non-stress creating;

non-infringement of privacy;

Form F260-3 Approval of Complex Research Projects at the School Level: page two

right to withdraw from participation at any time;

information given voluntarily without any special form of reward;

anonymity of subjects guaranteed;

all rights explained to participants in advance of data collection;

no disruption of program and learning opportunities;

How have you ensured the confidentiality of subjects' responses? (if required)

If you are performing an experiment, what safety or animal care precautions have you taken?

PROCESS THE INFORMATION

Explain how you will analyze your data.

Form F260-3 Approval of Complex Research Projects at the School Level: page three

APPROVAL

Student Name: _____ School: _____

Independent Study Topic: _____

Your research/independent study has been approved subject to the conditions listed below.

Signature of Teacher

Signature of Principal/School Research Committee

Conditions of Approval: _____

COMMUNICATE

How are you going to report on your findings?

What types of support and evidence will you use?

How will the needs of the audience be accommodated?

Please attach (a) copies of all print materials being used to collect your data.

Have you included a MFIPPA statement where required?

(b) your task analysis

Signature of Principal Investigator

Signature of Teacher