

**Application to Conduct Research in the Halton District School Board**

***The Application Process***

* Please complete this application form in full. The application along with supporting documentation can be submitted electronically or mailed to the address at the bottom of this page. For paper submissions, please enclose ***eight copies******of the full proposal including all supporting documentation.***
* Electronic documents can be submitted to biscegliaro@hdsb.ca.
* Include the signatures of the researcher and an advisor or supervisor; or in the case of a HDSB employee, signature of the principal or immediate supervisor.
* Enclose copies of the final version of all instruments and consent forms to be used in the study. Please note that ***active written consent*** from parents/guardians is needed for studies involving students who are under 18 years of age.
* Enclose a copy of a current criminal background check (within 12 months) with vulnerable screen sector for all individuals who will be involved in the study and/or on school premises.
* Submit the completed application by the submission deadlines posted on the Research Department webpage at hdsb.ca.
* Paper-based submissions should be mailed to:

**Dr. Rossana Bisceglia, PhD**

**Department of Research and Accountability,**

**Halton District School Board,**

**New Street Education Centre**

**3250 New Street**

**Burlington, ON**

**L7N 1M8**

**A. APPLICANT INFORMATION**

Name Date

Address Tel. *(Res.)*

 Tel. *(Bus.)*

Email Fax

Institution / Agency

Position / Role

**B. PROJECT DESCRIPTION AND TIMELINE**

Title of research proposal:

Preferred start date:

Expected end date:

Expected date of report to board *(research summary submitted to the board / participating schools)*

Please list all other school boards to whom you are submitting an application to conduct this research.

**C. NATURE OF RESEARCH**

❑ Undergraduate thesis

❑ Master's thesis

❑ Doctoral thesis

❑ University research

❑ Principal’s Qualification Program

❑ Additional Qualification course

❑ Externally-sponsored project

❑ Supervisory Officer’s Qualification Program

❑ Other

**Proof of permission and / or ethical review is required from your university / institution.**

❑ The approval / ethics certificate from my university / institution is attached

❑ In progress (please provide details below, including expected date of approval / amendment)

Please list any funding sources and/or sponsorships (if applicable):

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**D. RESEARCH OBJECTIVES**

1. Provide a brief summary of your literature review and/or the theoretical foundations for your study.

2. Explain the practical benefits and / or contribution of this research to the participants, to the district school board and / or to the education system in general.

**E. DATA COLLECTION AND / OR DATA REQUESTS**

1. Describe the proposed data collection. Include the number of sites / schools required and the name of any preferred schools or sites.

1. How many students will directly participate?

|  |  |  |  |
| --- | --- | --- | --- |
| Number of students | Grade / Program | Time required | Additional details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

How many educators will directly participate?

|  |  |  |  |
| --- | --- | --- | --- |
| Number of educators | Grade / Program | Time required | Additional details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

How many other school personnel will directly participate?

|  |  |  |  |
| --- | --- | --- | --- |
| Number of staff | Staff Role | Time required | Additional details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Describe any other requests for data from the district school board.

**F. METHOD OF INVESTIGATION / STUDY**

1. Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g., tests, surveys, interview guides, etc.) and attach copies to this application.

2. Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining informed consent for participation. Attach copies of all information letters, consent letters and other communication materials to this application.

3. Briefly explain the data analysis procedures you will use for your research.

4. List the security procedures in place for the protection of participant privacy and data storage.

**G. ADDITIONAL REQUIREMENTS**

1. Facilities required (e.g., quiet workspace; gymnasium; classroom)

2. Assistance required (e.g., early access to room for set up; assistance with students)

3. Other resources or special arrangements required

**H. PROVISION FOR FEEDBACK**

1. Please describe your plans to report results to participants, participating schools and/or the district school board office.

2. Describe any publication/speaking plans for this research (e.g., academic press; social media; online news; conference presentations).

The Halton District School Board complies with[***Canada’s Anti-Spam Legislation (CASL)***](http://www.crtc.gc.ca/eng/internet/anti.htm)***.***External researchers must ensure that their requests to conduct external research comply with Canada’s Anti-Spam Legislation (CASL)

Under Freedom of Information legislation, information collected as the routine part of school records is not obtained with the expectation of disclosure to independent researchers. Therefore, it is not possible for the Halton District School Board to identify particular individuals or groups of students for the researchers.

1. **SIGNATURES**

Researcher

I have received and read any district school board accompanying policy/guideline document about conducting research in the district and agree to follow its requirements if my application is accepted.

*Note that the final decision to participate in any research project always rests with the individual
(e.g., principal, teachers, other staff; student via a parental consent form or a student assent form)*

Signature of Researcher Date

Professor / Sponsor / Affiliated organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

Name of Contact Person (e.g., sponsoring professor, Director of organization) – please print

Signature of Contact Person

Name of Organization Date