



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 to biscegliaro@hdsb.ca
- Paper-based submissions are **not** accepted at this time.
- Include the signatures of the principal researcher, and if applicable, advisor/supervisor (or in the case of a HDSB employee, signature of the principal or immediate supervisor).
- Enclose scanned 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 with students and/or on school premises.
- Applications are reviewed by the board's Research Advisory Committee. Research activities must comply with the 2nd edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)*. **Researchers are required to complete the TCPS 2: CORE training and to provide the certificate of completion along with this application.** The training is free and can be accessed from: <https://tcps2core.ca/welcome>
- The Research Advisory Committee will review the application and inform the principal investigator of relevant board policy documents, memoranda and Ministry of Education directives that relate to the proposed research. The principal investigator is responsible for ensuring compliance with any and all board policy documents, memoranda and Ministry of Education directives that the research committee highlights for compliance.
- Note that all research is voluntary and that the final decision to participate in any research activity always rests with the individual (e.g., principal, teachers, other staff; student via parental consent and/or student assent).

A. APPLICANT(S) INFORMATION

Please provide the following information for each member of the research team:

INDIVIDUAL 1:

First/Last Name	
Institution/agency & Position:	
Telephone #:	
Email address:	
Role in proposed research:	

INDIVIDUAL 2:

First/Last Name	
Institution/agency & Position:	
Telephone #:	
Email address:	
Role in proposed research:	

INDIVIDUAL 3:

First/Last Name	
Institution/agency & Position:	
Telephone #:	
Email address:	
Role in proposed research:	

INDIVIDUAL 4:

First/Last Name	
Institution/agency & Position:	
Telephone #:	
Email address:	
Role in proposed research:	

INDIVIDUAL 5:

First/Last Name	
Institution/agency & Position:	
Telephone #:	
Email address:	
Role in proposed research:	

INDIVIDUAL 6:

First/Last Name	
Institution/agency & Position:	
Telephone #:	
Email address:	
Role in proposed research:	

*Please attach additional pages if needed

B. RESEARCH DESCRIPTION AND TIMELINE

Title of research proposal:

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Timeline:

Proposed start date:	Proposed end date:

Expected date of research summary report submitted to the board/participating schools:

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Please list all other school boards to whom you are or have submitted the application to conduct this research.

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C. NATURE OF RESEARCH

What is the nature of the 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 (please specify):

What is the ethical review status of the proposed research?

- The approval / ethics certificate from my university / institution is attached
- In progress (please provide details below, including expected date of approval / amendment)
- Other (please explain below):

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

D. RESEARCH OBJECTIVES

Provide a brief summary of your literature review and/or the theoretical foundations for your study. Include your research question(s), and if applicable hypotheses.

Explain the potential benefits and risks of this research.

E. DATA COLLECTION AND/OR DATA REQUESTS

Describe the proposed data collection procedures.

How many students are needed?

Number of students	Grade / Program	Time required	Additional details

How many educators will be needed? Include direct participation (as participant) or indirect (as supporting recruitment efforts).

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

Describe any other requests for data collection.

F. METHOD OF INVESTIGATION/STUDY

Describe the recruitment, informed consent and withdrawal processes. Ensure to attach copies of all information letters, consent letters and other communication materials to this application.

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

List the security procedures in place for the protection of participant privacy, anonymity and data.

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

G. ADDITIONAL REQUIREMENTS

Please specify the facilities required (e.g., quiet workspace; gymnasium; classroom).

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

List other resources or special arrangements required.

H. PROVISION FOR FEEDBACK

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

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

I. SIGNATURES & ACKNOWLEDGMENTS

Canada's Anti-Spam Legislation (CASL)

The Halton District School Board complies with [Canada's Anti-Spam Legislation \(CASL\)](#) and also requires that all external research complies with the legislation. Please indicate your acknowledgement to the above.

I confirm that all research activities will comply with Canada's Anti-Spam Legislation (CASL).

Ethical Conduct

The Halton District School Board applies the 2nd edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)* in reviewing research applications. All research activities must adhere to the guidelines and therefore all researchers are required to complete the TCPS 2: CORE training and to provide the certificate of completion along with this application. The training is free and can be accessed from: <https://tcps2core.ca/welcome>

I confirm that the research team involved with this application have completed the TCPS 2: CORE tutorial and the certificates of completion are attached.

I affirm that this application is complete and all relevant documents have been attached. I will ensure to inform the Research Advisory Committee immediately of any changes to the data collection instruments and methodology, recruitment and consent procedures and other processes specified in this application.

I will ensure that all research activities and members of the research team will comply with any and all conditions specified by the Research Advisory Committee.

I understand that the Halton District School Board asks from the outset that it is not listed in any publication or published material describing the study and/or the study findings. Any material naming the board will need to be vetted prior to publication.

Signature of Principal Investigator: _____

First and Last name of Principal Investigator: _____

Date: _____