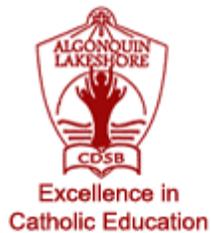


Algonquin and Lakeshore Catholic District School  
Board

***Research Guidelines  
And Application***



Dear Researcher:

Thank you very much for your interest in conducting research in the Algonquin and Lakeshore Catholic District Board. The Algonquin and Lakeshore Catholic District School Board supports and encourages research that contributes to educational knowledge by carefully reviewing proposals to conduct non-board initiated research. Our review process helps us determine the impact of each request on the school system, to assess the degree of involvement required by staff, students, and parents; and to judge the relevance of each request to the educational objectives and policies of our Catholic school board. It is important to note that all non-board-initiated projects from individuals and agencies must receive approval from ALCDSB before being implemented in schools.

To assist potential researchers, Guidelines have been prepared which summarize requirements for research applications. These Guidelines support ALCDSB policy management practices related to Research Studies in Schools. (available at <http://www.alcdsb.on.ca/cfapps/diroffice/policies.cfm>)

Typically, the Algonquin and Lakeshore Catholic District School Board does not approve proposals that include inappropriate questionnaire items, market research; unreasonable timelines for the school system or unrealistic demands on the school system in regard to the number of students and the amount of time required by students and staff to complete the project. Research that examines education in a Catholic context is favoured.

If you have any questions about the application procedure, please contact David Giroux at (613) 354-6257, Ex. 447. Also, please send completed applications to:

David Giroux  
Superintendent of School Effectiveness  
Algonquin and Lakeshore Catholic District School Board  
151 Dairy Avenue  
Napanee, ON K7R 4B2

## Guidelines for Non-Board-Initiated Research Projects

These guidelines apply to all individuals or agencies requesting permission to conduct research or surveys involving students, parents/guardians or staff in the Algonquin and Lakeshore Catholic District School Board.

1. Submissions to the Algonquin and Lakeshore Catholic District School Board must include hardcopies of the following documents.
  - a) A completed **Research Application**, (see page 8) which, in the case of a student, must be countersigned by a professor, preferably the student's thesis advisor.
  - b) A brief research **Abstract**.
  - c) A one-page **Research Summary for Schools** (see page 9). Upon approval by the Algonquin and Lakeshore Catholic District School Board, this will be the primary document used by the schools or departments to review your proposal, and is the basis upon which a decision to participate is made. ***Please feel free to create your own one-page summary keeping in mind the goal is to present the information simply and with appeal. This form must also be returned electronically.***
  - d) A summary of the **proposal**, consisting of 3-4 pages (8 ½ x 11, single-spaced) with information on the objectives, theoretical framework, hypothesis, design, identification of subjects, data collection procedures, school resources required, proposed analyses, and educational relevance of the study.
  - e) Copies of **all tests, questionnaires, and other data-gathering devices** which students, staff, and/or parents/guardians will be asked to complete. Please note that careful attention must be given to ensure that questionnaires and surveys contain appropriate information. ***Approval will not be granted for questionnaires that require students to report any of the following:***
    - Illegal or inappropriate activities without parents/guardians being informed of the specific questions that will be asked (where applicable)
    - Life-threatening behaviour or their level of depression without detailing to the students and their parents/guardians the specific supports that are available for those who self-identify
    - Behaviour of other students

- Information about ethnic or racial background without a relevant link to the research
  - Reference to family income
- f) A **letter to parents/guardians** explaining the aim and purpose of the research and the nature of their participation. (See the checklist for consent letters on page).
- g) A consent form, usually found at the bottom of the letter to parents/guardians.
- h) A copy of the **approval of the Ethics Committee of your institution**, if applicable. Research proposals must be approved the appropriate ethics committee of the researcher's institution before they will be considered by the Algonquin and Lakeshore Catholic District School Board.
- i) A **curriculum vitae** if this is your *first submission* to the Committee.
2. In general, researchers will not be allowed access to students or school staff in **May, June or September** because of the large number of activities in schools. Projects with commencement in December will also not be allowed. An exception will be made for proposals that demonstrate the necessity of access to schools during these months, and are approved sufficiently in advance to allow the schools to plan for the research activity.
  3. The design of the study should neither disrupt the school schedule **unduly** nor be detrimental to the subjects involved.
  4. In the case of certain tests, applicants will have to demonstrate that **qualified personnel** will be administering the test.
  5. Depending on the nature of the study, researchers may require a **criminal check** before being granted permission to conduct research in the schools. In all cases, for researchers' own protection, you should ensure that you are not alone with a child during the conduct of your research.
  6. The board involved in the study is to be a copy of the final written paper when the project is completed (or a yearly progress report for multi-year projects). The final report should outline the purpose, method and results of the research, and contain a 100 to 200 word abstract. All reports shall respect the anonymity of all participants.
  7. Though researchers are not required to give full reports to participants, school staff or parents, they are required to provide a **one-page summary or presentation**. Any such reports should contain aggregate data (where appropriate) only; in no circumstance shall a researcher reveal individual data to participants, school staff or parents without approval of the principal.

8. Researchers under no circumstances will **identify individual schools** in any presentation of results without prior permission from the boards.
9. Confidentiality of participating students, schools and others must be assured. Conditions as outlined in Bill 49, Municipal Freedom of Information and Protection Act, 1989, must be adhered to, where applicable. It is your responsibility to retain, on file for a minimum of one year, evidence of written consent of all subjects participating in your study. Personal information may only be obtained as authorized in the Act and used only for the specific purposes for which it is gathered. This will include informing study participants specific purposes for which it is gathered. This will include informing study participants when personal information is being collected. Researchers must inform the participants as to who will have access to the information, how the information will be used, and who to contact for more information about the data collected.

Personal information is defined in Bill 49 as: information related to race, religion, age, sex, marital or family status, psychiatric, criminal or employment history, any identifying number assigned to an individual, the address, telephone number and personal views of the individual relating to another individual.

10. The approval period is for one school year, multi-year studies being the exception. Researchers must reapply for an extension if they are unable to complete their project within the time frame specified. Granting of extensions is conditional upon availability of schools and interest.
11. If your project receives approval from the Algonquin and Lakeshore Catholic District School Board, a copy of your Research Summary for Schools and Parental Consent Form will be forward by the Superintendent of School Effectiveness to the principals, inviting them to participate in your study. Once notified by the Superintendent of School Effectiveness, you may contact principals, to conduct research in their schools. ***Please note that approval by the Algonquin and Lakeshore Catholic District School Board does not obligate any department, or school to participate in a study. The decision to participate in a research project is always the prerogative of the participating school principal and/or teacher.***

## Research Application

*Please print or type.*

1. Applicant's name: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Institution: \_\_\_\_\_

2. Complete if applicable:

Name of sponsor/staff advisor: \_\_\_\_\_

Position held: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Institution: \_\_\_\_\_

3. Title of proposed research: \_\_\_\_\_

\_\_\_\_\_

4. Check where appropriate:  Undergraduate thesis  Master thesis  Doctoral thesis

Other: \_\_\_\_\_

If this is a funded project, who is it funded by? \_\_\_\_\_

5. Brief description of project:

6. Number of students needed: \_\_\_\_\_ Grade level(s): \_\_\_\_\_

7. Length of time of school involvement (specify which months, the number of times you wish to be in the school, and length of each session):

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8. How is teaching staff to be involved? \_\_\_\_\_

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9. Justification for requesting access to schools. Why is it necessary to conduct this study in the school system, as opposed to youth clubs or random dwelling sampling?

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10. Direct benefit to students and/or staff or school board, for example. Through presentation, materials, feedback, etc.

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11. Month and year the Algonquin and Lakeshore Catholic District School Board can expect to receive your completed report (See Guidelines #6 and 7); if multi-year project, month and year of progress report:

Month: \_\_\_\_\_ Year: \_\_\_\_\_

12. Has this project been submitted to the Algonquin and Lakeshore Catholic District School Board on a previous occasion?

YES

If yes, please indicate the month/year: \_\_\_\_\_

NO

## Agreement

I hereby make application to conduct the research project or survey described in the attached materials. I have read and understood the Guidelines for Non-Board-Initiated Research Projects and agree to the conditions under which research request are granted.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Applicant's Signature

If the research applicant is a student, this form must be countersigned by the student's staff advisor to indicate that the advisor has approved the proposal and deemed it to be a valid and worthwhile research project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

The personal information on this form and the Curriculum Vitae is collected under the authority of the Education Act and will be used for the purpose of evaluating the research applicant's qualifications.

### **Checklist for Proposal Submission**

*Note: See Guidelines on pages 2-4 for more details*

Enclosed

To Come

1. Research Application Form (page 5)

2. Research Abstract

3. Research Summary for Schools (Print and electronic page 9)

4. Summary of Proposal (3 to 4 pages)

5. All questionnaires and testing instruments

6. Consent letter and consent form

7. Curriculum Vitae

8. Letter indicating Ethics Committee approval, if applicable

Please send your completed application to:

David Giroux,  
Superintendent of School Effectiveness  
Algonquin and Lakeshore Catholic District School Board  
151 Dairy Avenue  
Napanee, ON K7R 4B2



***Title of Project:***

***Research contact and e-mail address:***

***What this research is all about:***

***Strategies to be used at the school for collecting research information (e.g., student/teacher surveys, interviews, observations etc.)***

***Amount of time needed at the school to complete this research:***

***Preferred week/month to start:***

***Approximate finish date in school:***

***ADDITIONAL COMMENTS:***