


## Research Studies

		<b>Adopted:</b> June 28, 2011 <b>Amended:</b> July 9, 2013
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109, 110, 175</li> </ul>	<b>Internal References:</b>

## Background

The Division recognizes the role of valid research and other projects in the development of educational theories and practices, and acknowledges the need of researchers to work within schools.

## Procedures

1. All applications to undertake research projects or surveys within the Division shall be submitted to the Director or designate.
2. Before external research and other projects are considered for approval, they must be sponsored and supervised by a recognized post-secondary educational institution or a recognized research institute.
  - 2.1 A record of approval from the Director or designate is required before the research project may begin.
3. Research projects undertaken by or for the Division shall be conducted and/or coordinated by the Director or designate.
4. The following criteria will be used in reviewing research requests:
  - 4.1 All research applications must adhere to the policies of the tri-council policy statement regarding research involving humans;
    - 4.1.1 Research projects undertaken by or for the Division may be conducted only with ethics approval;
  - 4.2 The study shall have recognizable value to the Division and/or to education in general;
  - 4.3 The content of any proposed study must not be considered objectionable, contentious or related to personal topics;
  - 4.4 The involvement of students or teachers shall not require an unreasonable amount of time or be disruptive to the learning environment;
  - 4.5 The involvement of students or teachers will be on a voluntary basis;
  - 4.6 The willingness of research studies planned or underway in the Division, at the time of the request;
  - 4.7 There are appropriate procedures for obtaining informed consent from participants.
5. Externally initiated research projects may be terminated at any time if, in the judgment of the Director or designate, the guidelines established for the study have been violated.

6. All requests to undertake research must be submitted to the Director or designate at least one (1) month in advance of the proposed start date. Timelines shorter than one (1) month may be considered if extenuating circumstances exist.
7. Upon completion of the study, the researcher shall submit a complete report and an abstract describing the project and the findings to the Director or designate.