

CONDUCTING RESEARCH WITHIN THE DIVISION

Background

Research requests for academic or other purposes by Division staff or by external researchers must have the approval of the Superintendent or designate prior to commencement.

All data created by the Division, regardless of form or creator, are considered the property of the Division. The right to access and use this data for research purposes may be granted by the Superintendent or designate.

Procedures

The Superintendent has designated the Assistant Superintendent of Educational Excellence with responsibility for:

- evaluating and approving or declining all proposals to conduct research within the Division with support from the appropriate department (Faith & Wellness, Inclusion, Human Resources and/or Educational Excellence)
- identifying and notifying the principal(s) of approval before research commences;
- evaluating proposals to conduct research according to the following criteria:
 - The research has educational benefit, relevance, and significance to the Division.
 - The research has an acceptable impact on normal school and classroom activities.
 - Duplication of research and oversubscription of individual schools or departments are avoided.
 - Acceptable research practices are followed and the terms and conditions outlined in the letter of approval are reasonable.
 - The researcher's proposed practices for handling personal information conform to the *Freedom of Information and Protection of Privacy Act* and Regulation.
 - Providing an annual record of all approved research in the Division to the Superintendent.

Research Proposal Submission

Research proposals shall be submitted to the Assistant Superintendent of Educational Excellence and include the following:

a description of the research project including:

- Objectives;
- Methodology;
- evaluative instruments;
- specific details of participants and expectations thereof; and
- anticipated timeline and completion date of the final report;
- a description of how this research is of value to the Division;

- the process of obtaining informed consent including letters and consent documents; and
- confirmation of an approved ethics review by the researcher's home institution or an alternative acceptable to the Division.
- [Form - CONDUCTING RESEARCH WITHIN THE DIVISION](#)

Research proposals from Division employees are given preference.

Research Proposal Approval

If a proposal is approved, the Assistant Superintendent of Educational Excellence shall provide a letter on behalf of the Division to the requester and to all identified principal(s) indicating:

- that the research has been approved subject to the conditions outlined;
- that a copy of the results of the research must be submitted to the Assistant Superintendent of Educational Excellence
- any terms and conditions for conducting the research; and
- that the researcher may contact the principal(s) of the requested school or department to seek permission to proceed and to make any necessary arrangements.

References

*Section 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Freedom of Information and Protection of Privacy Act*