

# EDMONTON CATHOLIC SCHOOL DIVISION (ECSD) RESEARCH PROJECT APPLICATION

**\*\*Research Project Applications are accepted from September 15<sup>th</sup> to April 30<sup>th</sup>**

**APPLYING FROM:** (please print clearly)

University
Other:

Title of Research	
Date submitted	
Proposed start date	Proposed end date

**APPLICANT:** (please print clearly)

Name	
Faculty (if applicable)	
Department (if applicable)	
Position/Faculty Status	
Phone	Email

Applicant signature \_\_\_\_\_

Date Signed and Submitted \_\_\_\_\_

**FOR OFFICE USE ONLY**

Division review -  Approved  Denied Date \_\_\_\_\_

Division Research Approval - \_\_\_\_\_

Cheryl Shinkaruk: Manager: Programs & Projects

# GUIDELINES AND PROCEDURES

The Edmonton Catholic School Division (ECSD) considers research to be of value to improving the theories and practices of learning and teaching and encourages the conduct of research in the pursuit of these ends (see ECSD [Administrative Procedure 290](#)). However, this policy of research cooperation does not guarantee that a particular research project will be approved. ECSD may refuse permission if a project does not meet the criteria set out in the Division's Administrative Procedure or if the Division has an overload of projects already underway. Furthermore, Division approval does not bind individual schools and/or teachers who may, for reasons of their own, decline to participate. The ECSD website (<http://www.ecsd.net>) provides insightful information concerning programs offered and Division philosophies which may be of assistance in making application to conduct research in the ECSD.

Approval for proposed research projects is more likely to be obtained for projects that:

- \* have **educational benefits** to the schools and division
- \* place **realistic demands** on school personnel
- \* have **limited impact** on normal school and classroom activities
- \* demonstrate awareness of sensitive issues and the philosophy of the division

## FOIP LEGISLATION RELEVANT TO COOPERATIVE ACTIVITIES

All research must be compliant with the Alberta FOIP Act (refer to the government website for information: <http://www.servicealberta.ca/foip/>). It is the responsibility of the researcher to ensure that all forms, expectations and publication of research results/findings comply with the Alberta FOIP Act.

### The guidelines and procedures to be followed are outlined below:

1. This form is to be used for all research projects involving participation of ECSD personnel and/or students.
2. ECSD does not accept project requests related to completion of course assignments.
3. ECSD will not approve projects that are for the personal gain of either the researcher or the participant(s).
4. Forward the completed Research Application in electronic format to:  
Cheryl Shinkaruk: Manager: Programs & Projects [Cheryl.Shinkaruk@ecsd.net](mailto:Cheryl.Shinkaruk@ecsd.net)  
Please take care to ensure that your application is complete and without errors in English usage.
5. After the application has been reviewed (6 to 8 weeks) you will be contacted via email indicating whether or not the research has been approved. Complex projects may require a longer review process.
6. If the project has been approved you will receive a pdf copy of the approval letter as well as the first page of this application, and principals (either specific to the research project or generally) will be notified that the research has been approved.
7. The decision of the research coordinator is final: there is no appeal process. Occasionally, an application requires minor revisions, deletions or additions that can easily be done: you will be notified to send in the amended application.
8. Upon receiving notice of approval of your research, you may contact the schools as indicated in your application. Schools will decide whether or not to participate. If you need assistance in identifying appropriate schools please contact Cheryl Shinkaruk: Manager: Programs & Projects at [Cheryl.Shinkaruk@ecsd.net](mailto:Cheryl.Shinkaruk@ecsd.net)
9. After division approval has been obtained, it is the researchers' responsibility to provide a copy of the

ECSD approval letter and the approved research project application to school principals when seeking permission to conduct the research in the school. Also, it is the researchers' responsibility to make the necessary arrangements directly with the personnel to be involved in the project. Remember that all participation of principals/schools is completely voluntary.

10. If at any time after approval has been granted you are unable to proceed with your research as outlined in the application, please contact Cheryl Shinkaruk: Manager: Programs & Projects at [Cheryl.Shinkaruk@ecsd.net](mailto:Cheryl.Shinkaruk@ecsd.net) immediately so that your file can be updated, and the school principals notified

## **REQUEST FOR EDMONTON CATHOLIC SCHOOL DIVISION (ECSD) ACCESS**

**Please complete the following in point form under each of the sections**

### **1. Description of the research project**

**Include the title, objectives, procedure, evaluation instruments that will be used, how this project fits within the goals and priorities of the Division's three year educational plan.**

### **2. Educational Value**

**Describe how this research is valuable to the Edmonton Catholic School Division and/or the school(s) involved.**

Why should Edmonton Catholic Schools grant your request? Explain how your proposed research will be of direct and specific benefit to the school, students, teachers, administrators and/or school division.

### **3. Personnel and Time Expectations (be very specific)**

**Suggested personnel, school(s) and time requirements**

Be specific about:

- the anticipated duration of your study
- the length and number of visits involved
- the division schools and/or personnel you wish to participate in your research
- If possible, list the schools (participants, subjects, grade levels) you would like to contact
- how the participants will be identified and contacted
- the amount of time required outside the classroom for the research participants
- if there is an expectation that teachers will leave their classrooms to participate in or complete this project
  - how much time will be needed and how will schools be recompensed for the substitute teachers required?

### **4. Timeline**

**Anticipated project timeline and completion date.**

When you are creating timelines for conducting research in schools, remember to include four to eight weeks for processing the application.

**NOTE:** Normally, research to be conducted in the schools is not encouraged during the months of May, June, July August and September.

## 5. Ethics Review

### **For all research originating from a university:**

- All proposed research projects originating from a university and involving human participants must be approved by an ethics board. Please attach the university's ethics application and approval as well as the web address of the Ethics policies for the university and/or faculty and/or department.
- All supporting documentation (information, consent letters, questionnaires, etc) approved through the ethics review must accompany the ethics approval.

### **For all research originating either from a university or other company/institution/individual:**

- All supporting documentation, e.g. information, consent letters, questionnaires, etc must accompany the research application.
- A statement of ethical considerations for any and all participants of the research must accompany the research application
- There must be individual consent forms for each type of participant (student, teacher, staff member, etc.)

**NOTE:** While there are exceptions, videotaping of students for research is not usually approved

## FINAL REPORT

Upon completion of the research project, researchers are required to provide a 5 to 10 page summary report to Cheryl Shinkaruk, Manager: Programs & Projects, at [Cheryl.Shinkaruk@ecsd.net](mailto:Cheryl.Shinkaruk@ecsd.net). Depending on the nature of the study, we may also request a copy of the project or thesis.

The final report must be submitted by your proposed end date. If a final report will not be available by the proposed end date, please advise Cheryl Shinkaruk, Manager: Programs & Projects, at [Cheryl.Shinkaruk@ecsd.net](mailto:Cheryl.Shinkaruk@ecsd.net), of the revised date by which your report will be available.