



Procedures for Conducting Research in the Grand Erie District School Board - External Projects

The Grand Erie District School Board encourages research that contributes to educational knowledge, especially that which is of practical benefit to the school system. The Research Advisory Committee ensures that research is in keeping with ethical standards as well as the mission, belief and values of the Board.

Who May Apply?

- Masters candidates
- Doctoral candidates
- Individuals
- Institutions
- Agencies

How to Apply

- Obtain approval from Ethics Review Board of sponsoring institution or agency
- Compile a package consisting of:
 - Completed Application for External Research form
 - a copy of your ethics application with letter of approval (if applicable)
 - copies of all supporting documents such as consent letters to parents, survey/interview questions, recruitment materials, etc.
 - Curriculum Vitae of researchers on-site, in contact with students

Applications to be submitted electronically to researchassessment@granderie.ca

The Grand Erie District School Board Research Advisory Committee is comprised of one person familiar with privacy legislation, one person familiar with methods and ethics, as well as one elementary and one secondary representative both familiar with research issues. The committee conducts its reviews remotely, from September to June, as research requests are submitted and when other commitments do not take priority.

Reviews will be proportionate to the invasiveness of the method - research involving minimal participation and posing minimal risk can be expedited. An example of a request that may be expedited is a request by a university professor to conduct an anonymous survey of school principals on their preferred methods of communication. Expedited research requests go before Executive Council for final approval.

1. The Research Advisory Committee will review the project with respect to ethical and methodological consideration and submit a report with a recommendation to Executive Council. Requests to conduct research are either approved, approved with revisions, or denied by Executive Council. (See Appendix A: Ethical Considerations)
2. The Research Advisory Committee will contact the researcher to inform him/her of the results of the Executive Council meeting.
3. If the research is to be conducted in schools, the Research Advisory Committee will inform Principals that the research project has been approved and will provide the contact information of the researcher in case a Principal wishes to make contact. Otherwise, it is the researcher's responsibility to contact Principals on his/her own to obtain permission to research on site.
4. Approval does not guarantee the participation of schools in the research study. Principals, in conjunction with their teachers and, possibly, school council have the final say. Participation by school personnel is strictly voluntary. Researchers refused access are not permitted to appeal that decision.
5. Researchers are not permitted to offer payment or gifts as incentives to schools and/or staff for their participation.
6. The researcher informs the System Research Leader of the placement details and a research agreement in accordance with MFIPPA may be executed.
7. Depending on the invasiveness of the method, researchers may be required to provide a police criminal background check prior to commencing their research.
8. Researchers conducting research within the Grand Erie District School Board must guarantee anonymity of individual students, staff, and schools unless express written permission is obtained from parents of students under 18, from students 18 and over who are participants in the research, from principals of schools involved, from other staff involved and from the Research Advisory Committee.
9. If students are to be involved in the research, the researcher is required to obtain informed consent from parents of students under 18 and of students 18 years and older. These must be distributed via classroom teachers. (See Appendix B for required components of the consent letter)
10. If students to be involved are age 18 or older, a similar information letter as above should be provided for their parents as a courtesy.
11. Upon completion of the project, the researcher is encouraged to submit a 1-page summary or presentation of findings to parents of participating children, students 18 and over, and staff involved.
12. The researcher agrees to provide a copy of the final report for the Board's research library.
13. The Research Advisory Committee will report on the status of research projects to Executive Council.

No research is permitted in schools during times of increased activity: January for secondary schools, May for elementary schools, as well as June and September.