
External Research Request

APPLICATION PACKAGE

Research & Development Services
Halton Catholic District School Board
802 Drury Lane, Burlington, Ontario
L7R 4L3

Version Date: September 2019

APPLICATION CHECKLIST

- Complete all sections of the application – **handwritten applications will not be accepted**
- Sign application form
- Copies of all data collection instruments
- Copy of parent permission letter and/or consent form
- Ethics approval letter from academic institution (if applicable)
- Current criminal background check (non-Board employees only)
- One electronic copy of the full application package or eight (8) copies of the full application package
- Obtain the signature of the contact person at your sponsoring institution or agency
If HCDSB employee, obtain approval of principal or superintendent.

- Email completed application electronically to: Research@hcdsb.org

OR

Forward package by due date to:

Chief Officer, Research & Development Services
Halton Catholic District School Board
802 Drury Lane
Burlington, ON
L7R 4L3

**EXTERNAL RESEARCH REQUEST
APPLICATION**

A. APPLICANT INFORMATION

Name:	Date: Click here to enter a date.
Address:	Telephone:
	e-mail:
Institution/Agency:	Position / Role:

B. PROJECT TITLE AND TIMELINE

Title of research project:
Preferred project start date:
Estimated project end date:
Estimated date of report to board <i>(research summary to be submitted to the board/participating schools)</i>
Please list all other school boards to whom you are submitting an application to conduct this research:

C. NATURE OF RESEARCH

- Undergraduate thesis
- Master's thesis
- Doctoral thesis
- University research
- Principal's course
- AQ course
- Externally-sponsored project
- Other (specify) _____

Proof of permission and / or ethical review is required from your university / institution

- The approval/ethics certificate from my university / institution is attached
- Ethics is in progress (provide details below, including expected date of approval/amendment)

D. RESEARCH OBJECTIVES

1. Provide a brief summary of your literature review and/or the theoretical foundations for your study (e.g., rationale). State the hypotheses/research question(s) that will be examined in the proposed project.

2. Describe any practical benefits of this research to the participants (to the district school board and/or to the education system in general) from their involvement in the project.

E. DATA COLLECTION AND/OR DATA REQUESTS

1. Describe how data will be collected. Include the number of sites/schools required and the name of any preferred schools or sites.

2. a) How many students will directly participate?

Number of students	Grade / Program	Time required	Additional details

b) How many teachers will directly participate?

Number of teachers	Grade / Program	Time required	Additional details

c) How many other school personnel will directly participate?

Number of staff	Staff Role	Time required	Additional details

3. Describe any other requests for data from the district school board.

F. METHOD OF INVESTIGATION / STUDY

1. Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g., tests, surveys, interview guides etc.) and attach copies to this application.

2. Describe your plans for communicating to parents and participants about this project. Explain your plans for obtaining informed consent for participation, and your recruitment procedure. Attach copies of all information letters, consent letters and other communication materials.

3. Briefly explain the data analysis you plan to use for this research project.

4. List the security procedures in place for the protection of participant privacy and data storage.

G. ADDITIONAL REQUIREMENTS

1. Facilities required (e.g. quiet workspace; gymnasium; classroom)

2. Assistance required (e.g. early access to room for set up; assistance with students)

3. Other resources or special arrangements required

1. Please describe your plans to report results to participants, participating schools and/or the district school board office:

2. Describe any publication/speaking plans for this research (e.g. academic press; social media; online news; reports and/or conference presentations).

RESEARCHER OBLIGATIONS

- A. Inform the participating school principal and the Chief Officer, Research and Development Services of any significant change(s) in research activities, timelines or design that makes the information in this form inaccurate. Written approval of changes is required from before they can be implemented.

- B. Notify the Chief Officer, Research and Development Services as soon as possible of any problems or concerns encountered with a participating school's students, staff or parents.

- C. Share the results of their research with participating staff, teachers, and administrators. This can be in the form of a written report or an oral presentation that describes the research results.
- D. Submit one copy of the final report and an executive summary of the research results to the Chief Officer, Research and Development Services, when the study has been completed.
- E. Ensure that the requirements set forth in the policies and procedures about conducting research in the HCDSB are being followed by all research team members.
- F. Assume full responsibility for the project.

I. SIGNATURES

Researcher

I have received and read any district school board accompanying policy/guideline document about conducting research in the district and agree to follow its requirements if my application is accepted.

Note that the final decision to participate in any research project always rests with the individual (e.g. principal, teachers, other staff; student through a parental consent form or a student assent form)

<p>X _____ Signature of Researcher</p> <p>Date: Click here to enter text.</p>

Professor/Sponsor/Affiliated organization

In signing below, I hereby confirm that I have reviewed the above described research proposal and agree that it meets our institutional standard for academic research, including ethical, legal, privacy, and moral expectations.

Contact Name
(e.g., sponsoring professor, director of organization)

Name of Organization

<p>X _____ Signature of Contact Name</p> <p>Date: Click here to enter text.</p>
