

Kenora - Head Office

240 Veterans Drive, 4th Floor
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Dryden Office

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 Dryden, Ontario P8N 2Z6
 Phone: (807) 223-5311
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 Toll Free: 1-877-287-5430



Keewatin Patricia District School Board Research Application

Individuals interested in conducting research involving KPDSB schools, staff, students, or parents must follow the process detailed in the Keewatin-Patricia District School Board Research Application.

The following will be considered in reviewing applications:

- research meets ethical and methodological standards;
- contributes to educational knowledge and the KPDSB Strategic Plan; and
- the impact of the request on the school system.

Please do not approach any staff member or administrator about conducting research prior to receiving approval from the KPDSB.

It is not a teacher's role to conduct research on behalf of a researcher. As such, we do not typically approve projects that require teachers to collect data on behalf of a researcher.

Submission Dates:

Application Due Date

August 15

December 15

Earliest Start Date

November

February

These processes apply to all research requests/activities related to:

- all research activities that take place on school premises during the school day;
- recruitment of any study participants from KPDSB school communities (e.g., teachers, students, staff) for research activities that occur off KPDSB sites; and
- all data requested from KPDSB for research activities occurring off KPDSB sites.

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With this application you will be required to include copies of the following documents:

- recruitment materials (e.g., posters, flyers, advertisements, letters, and/or other verbal scripts used to recruit/gain access to participants);
- information letter(s) and consent form(s) for all participants;
- data collection instruments (e.g., surveys, questionnaires, interview questions, focus group questions, tests used to collect data, etc.);
- Criminal Reference Checks/Vulnerable Sector Checks; and
- applications from university researchers will not be reviewed unless they have received final ethics approval from their institution's research ethics board.

If you have any questions or require assistance with completing this application, please contact:

Pamala Agawa, Human Rights and Equity Advisor

Email: pamala.agawa@kpdsb.ca

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1. Information about the Applicant and Research Team

Applicant Information (Principal Researcher)

Name:

Position:

Institution/Organization:

Department of School:

Are you a KPDSB employee?

Address:

Email:

Telephone:

Qualifications:

Ph.D.

BA/BSc

BEd

MA/MSc

Other:

Provide the above information for all other researchers involved in the proposal:

Secondary Researcher /Supervisor:

Name:

Position:

Institution/Organization:

Department of School:

Are you a KPDSB employee?

Address:

Email:

Telephone:

Qualifications:

Ph.D.

BA/BSc

BEd

MA/MSc

Other:

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What is your role?

- Student
- Elementary Teacher
- Secondary Teacher
- Principal
- College/University Faculty Researcher
- Community Researcher
- Other:

2. Project Description

Title of proposed research: _____

Will this research be carried out by you (or a member/members of your research staff) in person with KPDSB students, staff, and/or families in KPDSB schools/on KPDSB property?

Please describe how you will conduct this research with KPDSB students, staff, and/or families if you or a member of your research staff will not be carrying out this research in person.

Explain how this research will benefit students, staff, parents, or the school board and contribute to the development of educational knowledge:

Which one of the following areas of focus is your proposed research best aligned with? (For more information about these areas of focus, please refer to the Board's priorities Strategic Plan.)

- Mathematics and Literacy Pedagogy
- Student Health and Well-being
- Improved attendance and reengagement
- Alternative programs
- Community partnerships support student achievement and well-being
- Safe, supportive, and accepting schools
- Equity

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- Trauma
- Innovative practice
- Leadership succession
- K-12 entrepreneurship and grades 7-12 experiential learning and trades programming
- Truth and Reconciliation Calls to Action
- Land based learning

Briefly describe how your proposed research aligns with the area of focus indicated above.

Briefly describe the alignment to another focus from the Board's Strategic Plan.

Expected Start Date: _____

Expected End Date: _____

Please list all other school boards to whom you have submitted an application to conduct your proposed research. Please indicate whether or not approval was granted.

3. Nature of the Research

Nature of proposed research:

- University/College faculty research
- Doctoral dissertation
- Master's thesis
- Undergraduate thesis

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- Principal's course
- AQ course
- Ministry research
- Externally sponsored project
- Other, specify:

Has this proposed research been funded?

- Yes (please indicate the funding agency or source of funding):
- No

Has this proposed research been previously submitted to the KPDSB?

Has this research been reviewed and approved by your university's / organization's Research Ethics Board?

Applications from university researchers will not be reviewed unless they have received final ethics approval from their institution's research ethics board.

- Yes - Please include the ethics application and approval certificate with application.
- No - Please provide rationale.

A Criminal Reference Check / Police Vulnerable Sector Check is required for all researchers who will be conducting research in person with KPDSB students, staff, or families. Please list the names of all researchers who will be conducting research in-person with KPDSB students, staff, or families on school property. Beside each listed individual, indicate if a CRC/VSC has been completed and submitted in the application, or is in progress with the date you expect to submit completed VS documents.

4. Research Objectives

Describe the purpose or goal of your research:

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Indicate if there is the potential for participants to experience any of the following risks by taking part in your proposed research:

- Physical risk (including any bodily contact or administration of any substance)?
- Psychological risk (including feeling demeaned, embarrassed, worried, triggered, or upset)?
- Social risk (including possible loss of status, privacy, and/or reputation)?
- Is there any deception involved?
- Other (please specify)

Please describe the potential risk(s) involved in your proposed research.

Describe how you will manage the potential risk(s) you indicated above. Note: your description should include an explanation outlining why alternative approaches could not be used.

5. Data Collection and/or Data Requests

Specify the number of schools required for your proposed research.

List the names of the schools you will be contacting to take part in your research. The number of schools listed should correspond to the number of schools you have indicated are required for your proposal.

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Note: Approval from the KPDSB does not obligate any school or department to participate in research. The final decision to participate in research always rests with the individual (e.g., principal, teachers, other staff, parent/guardian, or student).

How many participants and how much time will be required of each participant in your proposed research?

Specify number and grade of students, teachers, principals, parents/guardians and other:

Indicate the number of participants, the grade(s), and the amount of time required by each participant			
	Number	Grade(s)	Time Per Participant
Students			
Teachers			
Principals or Vice-Principals			
Parents			
Other (please specify):			

Will compensation (financial or otherwise) be offered to participants?

- Yes, specify what will be offered: _____
- No

If there is any additional information you would like the KPDSB Research & Advisory Committee to know about the number of participants required or the amount of time required for participation, please share these details.

Information Required from School Records:

Since the inception of Freedom of Information legislation, it is not possible to isolate individuals or groups and provide names to the researcher. Information collected as a routine part of school records is not obtained with the expectation

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of disclosure to independent researchers. Therefore, it is not possible to provide that information with names attached.

Access to the OSR. 4.3 The Educational Personnel “Under the Education Act, only supervisory officers and the principal and teachers of the school have access to the OSR, for the purpose of improving the instruction of the student. Subject to municipal and provincial freedom of information legislation, no one else has access to the OSR without the consent of the parent(s) or adult student.” Ontario Student Record (OSR) Guideline May 4, 1999.

Describe any requests for data.

6. Method of Investigation/Study

Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g., tests, surveys, interview guides, etc.).

Please attach copies of all data collection instruments (e.g., tests, surveys, interview guides, etc.)

Describe your plans for communicating to participants about your research.

Explain your plans for obtaining active, informed, written consent for participation. Parental consent is required for all students 18 years of age and younger.

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Please attach copies of information letters, consent letters, and all other communication materials (including posters, flyers, social media content, telephone/recruitment scripts, etc.).

Briefly explain the data analysis procedures you will use for your proposed research.

List the security procedures you will put in place for the protection of participant privacy and data storage. Describe how you will ensure confidentiality and protect the identity of the participants.

Consider any potential conflicts of interest, this may include dual relationships (i.e., researcher's child attends a school in which the research might occur) or financial implications (i.e., researcher or personal connections may benefit financially from research findings). Declare any conflict(s) of interest.

7. Requests

If you have any other additional requirements to conduct your proposed research, please describe these requirements in the appropriate space below:

Facilities required (e.g., quiet workspace, gymnasium, classroom, etc.):

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

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Other resources or special arrangements required:

8. Provision for Feedback

If your project is approved, you will be required to submit a Research Summary to the KPDSB Research & Advisory Committee at the completion of your research.

Other than the required Research Summary, please describe your plans to debrief and communicate your research results to participants, participating schools, and/or the district school board office.

Describe plans to disseminate the findings outside of the school board including any publications/speaking plans for this research (e.g., academic press, social media, online news, conference presentations, journal publications, etc.).

Signature of researcher: _____

Date: _____