

## Keewatin-Patricia District School Board Research Application Form

### A. APPLICANT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_  
\_\_\_\_\_ Tel. (Bus.) \_\_\_\_\_  
Email \_\_\_\_\_ Fax \_\_\_\_\_  
Institution / Agency \_\_\_\_\_  
Position / Role \_\_\_\_\_

### B. PROJECT DESCRIPTION AND TIMELINE

Title of research proposal: \_\_\_\_\_  
\_\_\_\_\_

Preferred start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

Expected date of report to board (*research summary submitted to the board / participating schools*)  
\_\_\_\_\_

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 \_\_\_\_\_

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

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

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**D. RESEARCH OBJECTIVES**

1. Provide a brief summary of your literature review and / or the theoretical foundations for your study.

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2. Explain the practical benefits and / or contribution of this research to the participants, to the district school board and / or to the education system in general.

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**E. DATA COLLECTION AND / OR DATA REQUESTS**

1. Describe the proposed data collection. Include the number of sites / schools required and the name of any preferred schools or sites.

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2. How many students will directly participate?

Number of students	Grade / Program	Time required	Additional details

How many teachers will directly participate?

Number of teachers	Grade / Program	Time required	Additional details

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.

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**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.

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

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

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

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**G. ADDITIONAL REQUIREMENTS**

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

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

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3. Other resources or special arrangements required

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**H. PROVISION FOR FEEDBACK**

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

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

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**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)*

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Signature of researcher

**All stakeholders create a culture of learning so that students come first.**

Professor / Sponsor / Affiliated organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

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

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Name of organization

**RETURN TO:**

Mr. Sean Monteith, Director of Education  
Keewatin-Patricia District School Board  
100 First Ave West  
Kenora ON P9N 3Z7