

External Research Requests

Category	Educational Services		
Subject	External Research Requests		
Adopted		Revised	March 2021
Policies Used / Referenced			

Policy Statement

The District will review proposals to determine the merit of research proposals and the impact they would have on the learning environment and the welfare of the participants. Participation in any research project is voluntary. Identities of the participating individuals (students, parents, staff) shall be kept strictly confidential. Research must support the objectives of provincial curriculum.

Procedures

Educational Research

1. Requests for permission to carry out research in the District shall be submitted to the Superintendent of Schools to be reviewed by the Director of Curriculum and Instruction or the Director of Educational Support Services. The Superintendent may grant approval, or refer the proposal to an external source for appraisal.
2. Requests are to be submitted no later than six weeks before the desired starting date of any study.
3. All requests shall contain a duly completed and official ethics review form, a detailed description of the research proposal, and copies of all parental consent forms and covering letters along with drafts of all questionnaires, interview schedules, etc.
4. All external researchers must submit an acceptable criminal record check and sign off on Provincial Policy 701 – Policy for the Protection of Pupils as per the ASD-S Volunteer Policy.
5. Permission may be granted provided the research does not:
 - a. Invade the privacy of participants.
 - b. Cause any psychological harm.
 - c. Unreasonably impact instructional time of participants.
 - d. Infringe on the rights of participants.
6. The district shall not incur any costs as a result of an external study.

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7. The Superintendent has the right to monitor, or have monitored, on-going projects. In exceptional cases, permission to conduct the research may be withdrawn before a study is completed.
8. Staff, student and parent/guardian participation in research shall be voluntary. There shall be no inducement to participate in research and there shall be appropriate alternatives so that no one shall feel obligated to participate in the research.
9. Participation in research shall be considered only if parent/guardian and/or subject consent forms are signed and if a letter explaining the research in lay terms is distributed with the consent form.
10. Staff, parents/guardians and/or subjects shall be notified by letter that a copy or summary of the research may be available upon request to the researcher.
11. Staff, parents/guardians and/or subjects shall be informed of the right to withdraw from participation in the research at any time during the process.
12. In the publication of the research findings, identities of individuals participating in the research shall be kept strictly confidential.
13. A summary of the research and its findings shall be sent to the Superintendent within a reasonable time of the research being completed.
14. The School District requests acknowledgement in any publications emanating from studies that take place within the School District.

Reference