

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b><i>PROCEDURES</i></b>	<b>The School Community</b> <b>PRO VI-D-2</b>
	<b>Partnerships</b> <b>External Research Projects</b>
	Adopted: October 4, 2006 Revised:  Page: 1 of 6

## **External Research Projects**

### **Procedures**

#### **Approval Process:**

1. Programs and Student Services will receive inquiries and proposals for external research projects. Personnel will ensure that all researchers provide complete information, including the Application for Approval of Research Projects, Appendix A.
2. Programs and Student Services will review each proposal, contacting the researcher(s), if necessary, for further clarification on their proposals.
3. If the research has implications for a Department or Departments of the Board, e.g., the research requires the participation of a number of schools, if it deals with potentially sensitive issues or it has significant time or resource requirements, Programs and Student Services staff will bring the proposal to the attention of the appropriate person(s) within the Department(s) for further discussion. Preliminary contacts with the school(s) will be made at this point as well.
4. Once the review is complete, a letter from Programs and Student Services staff will be sent to the proposal author(s) to inform them about the decision that has been made and about the parameters within which the research must be conducted.
5. Once approval has been given, Programs and Student Services staff will contact the school(s) involved to inform them that the research has been approved and forward copies of the Application for Approval of Research Projects Form, Appendix A to the appropriate people.
6. Programs and Student Services staff will monitor ongoing research to ensure that researchers are adhering to the parameters set forth.
7. All inquiries and research applications for the Strait Regional School Board may be directed to: Programs and Student Services, 16 Cemetery Road, Port Hastings, NS B9A 1K6; 625-7083 (t); 625-2281 (f).

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b><i>PROCEDURES</i></b>	<b>The School Community</b> <b>PRO VI-D-2</b>
	<b>Partnerships</b> <b>External Research Projects</b>
	Adopted: October 4, 2006 Revised:  Page: 2 of 6

### Criteria for the Evaluation of Research Proposals

In reviewing research projects, Programs and Student Services staff will take the following criteria into consideration:

1. Does the proposed research involve the collection of information or development of programs and/or materials that may either directly or indirectly benefit students, schools, and the region or school community?
2. Will the proposed project require a significant commitment of time and/or resources from students, teachers, school administrators or regional office staff? If so, do those who potentially might be involved consider the research of sufficient value to make that commitment?
3. Has the selection of schools been considered and investigated by the researcher, or is the researcher requesting the Board identify potential sites?
4. Is the proposed research consistent with Board philosophies and policies?
5. Is the proposed research pedagogically and methodologically sound?
6. Are print materials (questionnaires, letters of consent, interview formats) well designed?
7. Has the researcher outlined how he or she will ensure that confidentiality will be maintained in regard to participating students, school staff members, parents and Board personnel?
8. Has the researcher provided all required documentation?
  - a. Application for Approval of Research Projects (see Appendix A);
  - b. Criminal Records Check and Child Abuse Registry Check;
  - c. Letters of explanation for school personnel;
  - d. Parental consent letters; (see Appendix B for Letter to Parents);
  - e. Questionnaires, interview formats or other supporting materials;
  - f. Sufficient details regarding methodology, resources and time requirements and timeframes;
  - g. University Ethics Review Board or equivalent approval, if required.

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b><i>PROCEDURES</i></b>	<b>The School Community</b> <b>PRO VI-D-2</b>
	<b>Partnerships</b> <b>External Research Projects</b>
	Adopted: October 4, 2006 Revised:  Page: 3 of 6

**Appendix A**  
**Strait Regional School Board**  
**Application For Approval of Research Projects**

**Please provide the following information for your research project.**

Name(s):	Date:
Organization/Department:	
Contact Information:	Address:
	Telephone: Fax:
Project Name:	
Goal or Purpose of Project:	
Brief Description of Project and Methodology: (point form acceptable) (Attach additional pages if more room needed.)	

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b><i>PROCEDURES</i></b>	<b>The School Community</b> <b>PRO VI-D-2</b>
	<b>Partnerships</b> <b>External Research Projects</b>
	Adopted: October 4, 2006 Revised:  Page: 4 of 6

Duration of Project:	Start Date:	End Date:
Requirements of school board personnel (include time commitments) e.g. Teachers, principals, etc. :		
Required Board Equipment:		
Additional Resources Required (e.g.-facilities, non-regular school openings, etc. :		
Expected Outcomes of Project (deliverables):		
Final Project Report Distribution:		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b><i>PROCEDURES</i></b>	<b>The School Community</b> <b>PRO VI-D-2</b>
	<b>Partnerships</b> <b>External Research Projects</b>
	Adopted: October 4, 2006 Revised:  Page: 5 of 6

**Appendix B**  
**Research Request - Letter to Parents**

**1. A letter of information to the parents must be on the letterhead of the agency or Institution conducting the research and must contain the following information:**

- a. A clear description of the research project, its purpose(s) and how it is to be carried out;
- b. An accurate description of the involvement expected from each participant;
- c. The name of the researcher;
- d. The institutional affiliation; and
- e. The title of the research project.

**2. The following statements must appear in the letter.**

- a. The Director of Programs and Student Services of the Strait Regional School Board has given permission for this project to be carried at your child's school.
- b. All information collected will be strictly confidential and the students will not be identified individually.
- c. Your son or daughter's participation is completely voluntary.
- d. The information is collected under the authority of Board policies and the Freedom of Information and Protection of Privacy (FOIPOP) Act.
- e. The contact person for inquiries concerning this information is the Director of Programs and Student Services at 625-2191 or 1-800-650-4448.
- f. Should you have any questions or concerns regarding this research project, please contact:

Name of Researcher: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature of Researcher

Signature of School Principal

\_\_\_\_\_

\_\_\_\_\_

<b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i>  <b><i>PROCEDURES</i></b>	<b>The School Community</b> <b>PRO VI-D-2</b>
	<b>Partnerships</b> <b>External Research Projects</b>
	Adopted: October 4, 2006 Revised:  Page: 6 of 6

**APPENDIX B (CONTINUED)**

Please complete the following permission section of this letter and have your son or daughter return it to his/her classroom teacher.

**AUTHORIZATION AND RELEASE**

I hereby give permission for my son/daughter to participate in the research project as described in the above letter.

I am the parent/guardian of \_\_\_\_\_ who is in grade \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ (school) and I consent to this authorization and release.

Age of Child: \_\_\_\_\_

**Parent/guardian signature:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.