



Niagara Catholic District School Board

EDUCATION RESEARCH

ADMINISTRATIVE OPERATIONAL PROCEDURES

800 – School and Community Councils

No 800.5

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: October 24, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Education Research.

PREAMBLE

The Board will endeavor to ensure that education research conducted within the Board is of high quality, protects the rights and interests of students, parents/guardians and staff, conforms to legal, ethical and scientific principles and standards, and supports student achievement and well-being.

A Research Ethics Review Committee is established to review applications for education research in the Niagara Catholic District School Board.

EDUCATION RESEARCH

Niagara Catholic District School Board staff, individuals and organizations wishing to conduct education research within the Niagara Catholic District School Board must be affiliated with universities, colleges, provincial/national/international research organizations, and/or community agencies as recognized by the Director of Education or designate.

Individuals and/or organizations generally involved in research may include:

- Teacher-education candidates,
- Graduate students,
- Niagara Catholic District School Board staff conducting research as part of a program of study,
- University/college researchers,
- Government agencies (federal, provincial regional, municipal), and
- Other recognized education research organizations.

RESEARCH APPLICATION

A request to conduct education research in the Niagara Catholic District School Board must be made in writing and submitted to the Director of Education or designate along with a completed Niagara Catholic Education Research Proposal Review Template (Appendix 1) including:

- a summary of the research proposal,
- details of student, staff and/or parent/guardian population(s) sought,
- examples of test instruments,
- details of data collection, security and privacy,
- sponsoring university, college, and/or recognized organization's Board of Ethics notice of approval, and
- samples of a parent /guardian letter and consent forms.

RESEARCH ETHICS REVIEW COMMITTEE

The Research Ethics Review Committee will review and evaluate the research proposal and make a recommendation to the Superintendent of Education to either approve or deny the research proposal applying the Code of Research Ethics.

CODE OF RESEARCH ETHICS

Education research must:

- abide by the teachings of the Catholic Church,
- adhere to the Mission, Vision and Values of the Niagara Catholic District School Board and Catholic Education,
- not pose any risk to the participants,
- adhere to the guidelines of the Municipal Freedom of Information legislation (MFIPPA),
- include a plan of informed consent for participation in the research,
- guarantee anonymity of the individual students, schools and school personnel in reporting the results unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education, and
- not identify the Board unless permission has been granted by the Director of Education.

APPROVED EDUCATION RESEARCH

The Superintendent of Education will approve education research projects to be conducted in the Niagara Catholic District School Board.

- If the education research is approved, the Principal(s) will be contacted about the participation of students, parents/guardians, staff and/or others.
- Unless otherwise directed by Senior Administrative Council, the decision regarding the participation in approved education research will include consultation with the Principal of the school with approval by the Family of Schools' Superintendent of Education.
- The decision to participate in research rests with the participant and/or parents/guardians.
- Upon completion of the education research, the researcher(s) will provide a summary report to the Niagara Catholic District School Board and/or participating schools and to the Family of Schools' Superintendent of Education.

ANNUAL REPORT

The Superintendent of Education shall prepare an annual report of education research projects conducted in the Board for the Committee of the Whole Meeting in June.

References

- [*Age of Majority and Accountability Act*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Education Research Panel \(OERP\) Template*](#)

Adopted Date:	April 28, 1998
Revision History:	October 12, 2001 October 16, 2001 July 8, 2008 April 26, 2011 June 12, 2012 October 24, 2017



EDUCATION RESEARCH PROPOSAL REVIEW TEMPLATE

Personal information on this form is collected under the authority of the Education Act and will be used by the researcher for the sole purpose as described in this form. At no time is research/data-collection being conducted for another party not disclosed on this form. The future release of any information pertaining to this research to other groups not mentioned must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board. Questions about this collection should be directed to the Superintendent of Education, Research, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario. L3C 7C1, 905.735.0240.

****Consult the Niagara Catholic District School Board Education Research (800.5)Administrative Operational Procedures , when completing this application.***

APPLICANT INFORMATION

Name _____ Date _____

Address _____ Tel. (Res.) _____

_____ Tel. (Bus.) _____

Email _____ Fax _____

Institution/Agency _____

Position/Role _____

PROJECT DESCRIPTION AND TIMELINE

Title of Research Project _____

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.

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)

RESEARCH OBJECTIVES

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

Explain the practical benefits and / or contribution of this research to the participants, to the Niagara Catholic District School Board and / or to the education system in general.

DATA COLLECTION AND / OR DATA REQUESTS

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

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	Grade / Program	Time required	Additional details

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

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 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.

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

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

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

PROVISION FOR FEEDBACK

1. Please describe your plans to report results to participants, participating schools and/or the Niagara Catholic District School Board.

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

SIGNATURES

Researcher

I have received and read the Niagara Catholic District School Board Education Research (800.5) Administrative Operational Procedures about conducting research in the Niagara Catholic District School Board 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)

Signature of researcher

Date

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.

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

Name of organization

RETURN TO:

**Niagara Catholic District School Board
Attention: Director of Education
427 Rice Road
Welland, ON L3C 7C1
905.735.0240
Website: www.niagaracatholic.ca**