

CONDUCTING RESEARCH WITHIN THE DIVISION

Background

The Division is committed to furthering educational research that contributes to existing knowledge of evidence-based practice and that furthers our work on Division or Board priorities within a faith-based context. Whether such research is being proposed for personal use, publishing, fulfilment of degree requirements, or for presentations, a research proposal must be submitted and approved. Research proposals are assessed based on whether and how the gains for the educational community outweigh the costs of engaging in the research process for staff, students, and/or parents. Research, whether by Division staff or by external researchers, must have the approval of the Superintendent of Schools. Approval must be obtained before the research process begins.

Definitions

Research: the process of contacting research participants, collecting information, analyzing and interpreting information, which then becomes data, and representing and sharing such data analysis as research results.

Researcher(s): is/are the person(s) who are qualified to conduct research and who are listed as the primary and secondary investigators in a research proposal who are approved by the Superintendent of Schools to conduct research.

Research proposal: is submitted by the Division staff member or external researcher who seeks Superintendent approval for proposed research.

Research Ethics: The Canadian government has established a Panel on Responsible Conduct of Research and published a [Tri-Agency Framework: Responsible Conduct of Research \(2016\)](#) and [policy guidelines](#) to be followed when conducting research with humans.

Procedures

1. A researcher who is interested in conducting research in the Division must contact the Assistant Superintendent of Learning Services to determine whether the research proposal is appropriate for submission.
2. A researcher who receives approval from the Assistant Superintendent of Learning Services to submit a [research proposal](#) will send this completed document (signed) as a pdf attachment by email to her/him.

3. A researcher who is proposing to conduct research in our division will be asked whether he/she has completed the Ethics approval process of the Research Ethics Board as outlined through their post-secondary institution or external organization. University of Alberta researchers are to submit the [Cooperative Activities Form](#) (signed) as part of their research proposal submission.
4. Once the completed research proposal form has been reviewed by the Assistant Superintendent of Learning Services, the researcher will be provided with an approximate timeline for the Superintendent's review.
5. Once the Superintendent has reviewed and signed the research proposal, the Assistant Superintendent of Learning Services will contact the researcher to provide guidelines for contacting schools to propose to engage in research.
6. Before the researcher makes contact with schools, the Assistant Superintendent of Learning Services will send an email to school principals apprising them of the research approval and a summary of what the research is about and who may be an appropriate participant in the research.
7. The researcher may proceed with contacting schools once notified by the Assistant Superintendent of Learning Services that the school principals are aware of the approved research.

Reference:

[Ethics Review](#)
[Tri-Agency Framework: Responsible Conduct of Research \(2016\)](#)
[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#)
[Copyright AP 190](#)
[Research Proposal Form](#)
[Cooperative Activities Program Form](#)

Implementation Date: March 19, 2018