



**RESEARCH**

**UPPER CANADA DISTRICT SCHOOL BOARD**

*Our Vision: Creating Futures, Leading and Learning for All*

External Research Application

Application to Conduct Research

Thank you for your interest in conducting research with the Upper Canada District School Board (UCDSB). Educational research serves the needs of the UCDSB by providing evidence-based knowledge that furthers our capacity to educate students. The results and knowledge gained through such research will assist the Board in achieving its goal of a 90 per cent graduation rate through improved student achievement. The UCDSB believes that research and evaluation are important in guiding and shaping the development of district policies and procedure, operational goals, and plans for improvement both at the school and at the board level.

Please ensure that you have reviewed the application form and UCDSB Research Guidelines, before completing and sending the application.

All sections of this application must be completed in full before your proposed research will be considered for review.

**APPLICATION TO CONDUCT RESEARCH/EVALUATION**

Please refer to the **UCDSB Research Review Guidelines** when completing this application. To fill in the form, **click** in the text or check boxes or use the **Tab** key to move from one field to the other and then type your responses. After completing the form, be sure to sign prior to submitting your application. You must forward an **electronic copy of the Research Application including Research Summary and Reports** to the attention of kathleen.moss@ucdsb.on.ca

****

Dr. Kathleen Moss

Research Officer

Research

 [Upper Canada District School Board](https://www.ucdsb.on.ca/home)

613-342-0371 ext.1295

225 Central Avenue West • Brockville • Ontario •K6V 5X1

|  |
| --- |
| **PART A: Applicant Information** |
| Primary Investigator: Click here to enter text. Address: Click here to enter text.Position held: Click here to enter text.Institution: Click here to enter text.Degrees: Click here to enter text.E-mail: Click here to enter text.Telephone: Click here to enter text. |
| Are you a UCDSB employee? [ ]  Yes [ ]  No\*UCDSB employees should refer to Policy 220. HR regarding Employee Conflict of Interest |
| **Nature of Research:**(Check where appropriate) [ ]  Faculty research [ ]  Doctoral thesis [ ]  Master’s thesis [ ]  Undergraduate thesis [ ]  Other (specify): Click here to enter text. |
| **Information about Co-investigators/Sponsors/Staff Advisors** |
| Name: Click here to enter text.Position held: Click here to enter text.Department: Click here to enter text.Institution: Click here to enter text.E-mail: Click here to enter text.Telephone: Click here to enter text. |

|  |
| --- |
| **PART B: Project Details** |
| Title of Study: Click here to enter text.Start Date: Click here to enter text.End Date: Click here to enter text. Approval from Ethics Review Board attached: Click here to enter text.Is the project funded and by whom? Click here to enter text. |
| **PART C: Overview of Study (Abstract)** |
| Provide a brief overview of the study, including purpose or aim(s) of the research, rationale, research question, (problem(s) to be investigated), methodology, and implications. Click here to enter text. |
| Which of the following area(s) of study is your proposed research best aligned with? (Select all that apply). [ ]  Early literacy [ ]  Knowledge and application of numbers and operations [ ]  Transition to secondary school [ ]  Programming and support for graduation [ ]  Understanding students’ identities and lived experiences and integrating those into teaching  and learning [ ]  Promoting positive student behaviours and creating caring, safe spaces for learning [ ]  Importance of social connections for students [ ]  Innovative teaching and learning practices and pedagogy [ ]  Promoting mental health and well-being among students and staff [ ]  Best practices for virtual learning |
| Briefly describe how your proposed research aligns with the area(s) of study indicated above.Click here to enter text. |
| Under the Strategic Plan 2021-2024, the UCDSB Board Work Plan set 4 Priority Areas. Under which area(s) of focus will your work align? Describe how the research project is relevant, adds value and aligns with one or all of the 4 Priority Areas. **GRADUATION RATE/STUDENT SUCCESS:** Click here to enter text.**STUDENT CULTURE:** Click here to enter text.**COMMUNITY:** Click here to enter text.**STAFF CULTURE:** Click here to enter text. |
| What is the key concept(s) being measured:Click here to enter text. |
| Practical Benefits of Research and/ or Contributions to:1. Upper Canada District School Board:

Click here to enter text.1. Educational Knowledge:

Click here to enter text. |
| Theoretical Framework: Highlight the relevant literature including references.Click here to enter text. |
| Research Design: Briefly describe the research design & methods of the study. Describe data collection tools. For example, interviews/focus group questions, and/or observation/field note templates. *(Include final copies of* ***all*** *assessments/tools)*:Click here to enter text. |
| Proposed Analysis: Briefly describe the method of data analysis:Click here to enter text. |
| Timeline:1. Commence Data Collection

Click here to enter text.1. End Data Collection:

Click here to enter text.1. Expected Date of Report to External Research Committee:

Click here to enter text. |
| During the data collection phase, what is required: facilities, equipment, assistance, other resources, other Boards involved, instruments, etc.Click here to enter text. |
| **PART D: Participant Information** |
| Specify the number of elementary, intermediate and/or secondary schools requested:Click here to enter text.Names of preferred schools (if any):Click here to enter text.Number of students (include grade levels, number of classes, etc.):Click here to enter text.Number of teachers (include grade levels, etc.):Click here to enter text.Number of school administrators:Click here to enter text.Number of parents (if applicable):Click here to enter text.Describe how participants will be selected (schools, students, staff, etc.):Click here to enter text.Indicate how much time will be required of participants:Click here to enter text. |

|  |
| --- |
| **PART E: Confidentiality and Consent****Note: Since the inception of Freedom of Information legislation, it is not possible to isolate individuals or groups and provide names to the researcher. Information that is collected as a routine part of school records is not obtained with the expectation of disclosure to independent researchers.**  |
| Describe how participants will be prepared prior to the study and debriefed after their involvement (including provisions for preparing students and for follow-up support where applicable):Click here to enter text. |
| Describe the method to be used to obtain informed participant consent. **Copies of all consent letters must be included:**Click here to enter text. |
| Describe the provisions and safeguards that will be taken to ensure security and confidentiality:Click here to enter text. |
| Describe procedures and time frames for the use, retention, disclosure and disposal of data:Click here to enter text. |
| **PART F: Provision for Feedback** |
| Describe the procedures for providing feedback to participating schools, parents, educational officials/or school system, and/or publication plans:Click here to enter text. |
| **Interim & Final Report: It is a requirement that an Interim & Final Report be submitted to the Upper Canada District School Board, and that the submissions include an executive summary of your report** (written for a wide audience). Please indicate the expected date for the submission of the completed reports: Click here to enter text.  |
| **PART G: Criminal Background Check**  |
|  [ ] Enclosed Criminal Background Checks and Vulnerable Sector Screening for researchers having  direct contact with students. [ ]  Enclosed Criminal Background Checks for researchers having limited or indirect contact with  students. |
| **PART H: Researcher Agreement** |
| **I have received and read the Upper Canada District School Board’s Research Procedure & Guidelines** **and agree that:*** **Information collected as part of this study will not be used for any purpose other than that described in the application without written authorization from the Upper Canada District School Board.**
* **All individual identifiers will be destroyed after completion of the data analysis.**
* **No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.**
* **No Upper Canada District School Board schools, teachers, students or parents will be identified in any report emanating from this research.**
* **I have read and understand the Guidelines for Non-Board-Initiated Research Projects and agree to the conditions under which research requests are granted.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Research Applicant Date of submission**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of Faculty Supervisor Date of submission |

If the research applicant is a student, this form must be co-signed by the student’s staff advisor to indicate that the advisor has approved the proposal and deemed it to be a valid and relevant research project.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Research Applicant Date of submission

The personal information on this application form is collected under the authority of the Education Act and will be used for the purpose of evaluating the research applicant’s qualifications. If you wish to review this information, or have questions about the application process, please contact Kathleen Moss.

Please note that Reports and/or Abstracts must be provided in a digital format and may be circulated within UCDSB to interested staff.