

RESEARCH STUDIES

Background:

Research requests for academic or other purposes by Division staff or by external researchers must have approval of the Superintendent prior to commencement.

All data created by the Division, regardless of form or creator, are considered property of the Division. The right to access and use this data for research purposes may be granted by the Superintendent.

Procedures:

1. The Superintendent has designated the Associate Superintendent of Supports for Students with responsibility for:
 - 1.1. evaluating and approving or declining all proposals to conduct research within the Division;
 - 1.2. identifying and notifying principal(s) or director(s) of approval before research commences;
 - 1.3. evaluating proposals to conduct research according to the following criteria:
 - 1.3.1. The research has educational benefit, relevance and significance to the Division.
 - 1.3.2. The research has acceptable impact on normal school and classroom activities.
 - 1.3.3. Duplication of research and oversubscription of individual schools or departments are avoided.
 - 1.3.4. Acceptable research practices are followed, and the terms and conditions outlined in the letter of approval are reasonable.
 - 1.3.5. The researcher's proposed practices for handling personal information conform to the *Freedom of Information and Protection of Privacy Act* and Regulation.
 - 1.4. and providing an annual record of all approved research in the Division to the Superintendent.
2. Research Proposal Submission
 - 2.1. Research proposals shall be submitted to the Associate Superintendent of Supports for Students and shall include the following:
 - 2.1.1. a description of the research project including:
 - 2.1.1.1. objectives;
 - 2.1.1.2. methodology;
 - 2.1.1.3. evaluative instruments;
 - 2.1.1.4. specific details of participants and expectations thereof; and
 - 2.1.1.5. anticipated timeline and completion date of the final report.
 - 2.1.2. a description of how this research is of value to the Division;

- 2.1.3. the process of obtaining informed consent including letters and consent documents; and
 - 2.1.4. confirmation of an approved ethics review by the researcher's home institution or an alternative acceptable to the Division.
 - 2.2. Research proposals from the University of Alberta shall include confirmation of approval by the University's Cooperative Activities Program (CAP).
 - 2.3. Research proposals from Division employees are given preference.
- 3. Research Proposal Approval
 - 3.1. If a proposal is approved, the Associate Superintendent of Supports for Students shall provide a letter on behalf of the Division to the requester and to all identified principal(s) and/or director(s) indicating:
 - 3.1.1. the research has been approved subject to the conditions outlined;
 - 3.1.2. a copy of the results of the research must be submitted to the Associate Superintendent of Supports for Students;
 - 3.1.3. any terms and conditions for conducting the research; and
 - 3.1.4. the researcher may contact the principal(s) and/or director(s) of the requested school(s) or department(s) to seek permission to proceed and to make any necessary arrangements.

Reference:

Section 52, 53, 68, 197, 204, 222 *Education Act*
Freedom of Information and Protection of Privacy Act