



ELK ISLAND PUBLIC SCHOOLS RESEARCH PROPOSAL APPLICATION CHECKLIST

University of Alberta Researchers: All research projects, initiated by or in collaboration with University of Alberta personnel seeking the involvement of individuals within Elk Island Public Schools (EIPS), must be submitted to the Associate Dean Research (Faculty of Education).

Not from the University of Alberta? Please use this Research Proposal Application Checklist and refer to EIPS *Administrative Procedure 290, Research Studies*. Send all completed research proposals to: Associate Superintendent, Supports for Students, Elk Island Public Schools.

Before submitting your proposal, ensure the research proposal:

<ul style="list-style-type: none"> • includes confirmation of approval by the institution or agency with whom the researcher is affiliated (e.g., University of Alberta, Cooperative Activities Program) 	
<ul style="list-style-type: none"> • states that the researcher: <ul style="list-style-type: none"> ○ has certification of a criminal record check and will provide a copy ○ if not, one will be submitted for any person(s) who will have direct involvement with students prior to the start date 	
<ul style="list-style-type: none"> • conforms to the <i>Freedom of Information and Protection of Privacy Act</i> and Regulation (FOIP) 	
<ul style="list-style-type: none"> • has approved ethics review: <ul style="list-style-type: none"> ○ by the researcher's home institution, or ○ by an alternative acceptable to the Research Review Committee (e.g., Tri-Council Policy Statement for Ethical Conduct for Research Involving Humans) 	
<ul style="list-style-type: none"> • clearly describes: <ul style="list-style-type: none"> ○ title ○ description of research project ○ objectives ○ procedure(s) ○ methodology ○ evaluative instruments ○ specific details of participants and expectations ○ anticipated timeline, start date, and completion date 	
<ul style="list-style-type: none"> • includes a copy of any: <ul style="list-style-type: none"> ○ survey(s) ○ questionnaire(s) ○ interview protocol(s) to be used 	
<ul style="list-style-type: none"> • includes process of obtaining informed consent including: <ul style="list-style-type: none"> ○ samples of letters ○ consent documents 	
<ul style="list-style-type: none"> • has an educational benefit or added value, relevance, and significance to EIPS 	
<ul style="list-style-type: none"> • has acceptable impact on normal school and classroom activities 	
<ul style="list-style-type: none"> • clearly describes the impact on normal school and classroom activities 	
<ul style="list-style-type: none"> • clearly defines the demands on staff and/or students, during or beyond school hours 	
<ul style="list-style-type: none"> • names preferred schools, identifies preferred personnel and times (<i>this is not required but may streamline the application process</i>) 	
<ul style="list-style-type: none"> • provides anticipated duration and number of visits 	
<ul style="list-style-type: none"> • describes to whom the data may be disclosed and how data may be used 	
<ul style="list-style-type: none"> • provides anticipated submission date of findings 	
<ul style="list-style-type: none"> • states that researcher agrees to dissemination of findings to EIPS within two years of completion of their research 	