



1003.5 Conducting Research

Research Applications

Research applications must be sent to the Associate Superintendent – Instructional Services. Please note that if your email attachment is larger than 10 MB, your email will not be received due to size restrictions. Please spread your attachments over several emails if necessary.

In order to be considered complete for processing, all applications must contain the following:

1. Application to conduct research (Form 1003.5)
2. Letter of introduction to research
3. Ethics review – letter of approval from a research ethics board, as appropriate
4. Informed consent document, as appropriate
5. Copy of surveys, questionnaires, interview questions, or interview guide
6. A Criminal Record Check including a vulnerable sector search (if the researcher is not currently a school district employee and the research requires researcher presence in the school building)

Post Submission

1. Applicants will receive a confirmation email that the application has been received. If the applicant does not receive an email within seven days of submission, a follow-up email should be sent by the applicant. Application processing can take up to eight weeks.
2. Following review, the applicant will receive a communication indicating whether or not the study has been approved.
3. Studies may not commence until the application has received approval status. Approved studies will receive a signed letter that the researcher must provide to schools in their information packages so that schools may make an informed decision about whether or not to participate in the research.