

APPLICATION TO CONDUCT AN EXTERNAL RESEARCH STUDY IN TDSB

Please refer to the **TDSB External Research Review Committee (ERRC)** Guidelines document when completing this application. Careful adherence to the guidelines and criteria will facilitate the review process by minimizing the frequency of conditional approvals and requests for modification. Thank You.

APPLICANT INFORMATION:		Date:
Name of Investigator(s):		
Institution/Agency:		
Mailing Address:		
Home Phone:	Business Phone:	
Fax:	E-mail:	
<p>Check all that apply (✓):</p> <p> <input type="radio"/> Doctoral Thesis <input type="radio"/> Externally funded project <input type="radio"/> Are you a TDSB employee? <input type="radio"/> Master's Thesis <input type="radio"/> Contractual project <input type="radio"/> Institutionally funded project <input type="radio"/> Other (please describe): </p> <p>Provide additional details, as necessary:</p>		
<p>TITLE OF STUDY:</p> <p>Preferred start date:</p> <p>Indicate other school boards to which you are applying:</p>		
<p>The signatures below certify that this research proposal has been vetted for its academic soundness. We have also given consideration to ethical, legal and moral questions arising from the proposal. <i>(Please note that at least one of the copies provided must contain original signatures below.)</i></p> <p style="text-align: center;">Supervisor/ Sponsoring Professor (Type name and sign)</p> <p style="text-align: center;">Chairperson of Department (Type name and sign)</p> <p style="text-align: center;">TDSB staff or School Principal endorsement <i>(Optional, if applicable)</i></p>		

1. OVERVIEW OF THE STUDY

Provide a brief description that can be used to communicate information about your study to schools/principals.

2. RELEVANT LITERATURE

Attach a brief summary of the project's theoretical framework and highlights of the most relevant literature. Include a description of any pilot testing completed. (e.g. approx. 1-3 pages)

3. PROBLEM TO BE INVESTIGATED

Include the research questions and hypotheses.

4. IMPORTANCE OF THE STUDY

Describe the relevance and value of the study to education and the TDSB. Describe any benefits for participants of the study.

5. RESEARCH DESIGN

- a) Describe the general research design and methods of the study.
- b) Describe the key concepts being measured and the specific data collection tools to be used.
*(And attach **final** versions of all tests¹, surveys, interviews/ focus group questions, observation/ field note templates and any other measures for each participant group.)*
- c) Indicate the expected date(s) for data collection.
- d) Describe where the study will be conducted and what facilities will be required.
- e) Provide a copy of an Information & Invitation Letter to School Principals that outlines the purpose and scope of the study, and includes the commitments required of all potential participants.

6. DATA ANALYSIS

Briefly describe the proposed methods of data analysis.

7. PARTICIPANT INFORMATION

- a) Specify the number of elementary, middle and/or secondary schools requested:
- b) Names of preferred schools *(if applicable)*:

¹ Please note that under the Education Act (Reg.298) where it is proposed to administer a test of intelligence or personality to a student, it is the responsibility of the Principal to inform and obtain written permission from the students and/or parents when the pupil is a minor (under 18 years of age).

c) Describe how schools/ participants will be selected: *(Note: Individual names and/or other personal information will not be disclosed to researchers for their sample selection)*

d) Participant Numbers:

Participant Group	#	Details (e.g. identify grade levels, number of classes, subject areas, job positions, etc.)
• Students		
• Teachers		
• School administrators		
• School support staff		
• Central Board staff		
• Parents		
• Other		

e) Participant Time Commitments:

Participant Group	Details (e.g. estimated hours/ minutes by group or by individual, and in total, etc.)
• Students	
• Teachers	
• School administrators	
• School support staff	
• Central Board staff	
• Parents	
• Other	

Additional information about participants, if required:

8. CONFIDENTIALITY AND CONSENT

- Describe how participants will be prepared prior to the study and debriefed after their involvement (e.g. including provisions for follow-up support where applicable).
- Describe the method to be used to obtain informed participant consent and include copies of all consent letters with your application. Translations may be necessary in some cases.
- Describe the provisions and specific safeguards that will be taken to ensure privacy and confidentiality of participant information.
- Describe procedures and timeframes for the secure use, retention, disclosure and disposal of data.

9. PROVIDING FEEDBACK

Describe the procedures for providing feedback to participating schools.

What are your intended plans for the future use and/or publication of results?

IMPORTANT:

- As a condition of ERRC approval, it is required that an electronic copy *and* a hard copy of the completed report be submitted to the Toronto District School Board (c/o of the ERRC Chair).
- In addition to the full report, please attach a 1-2 page abstract that highlights the key findings and describes the relevance and implications of the research findings to educational practice.

(Please note that the report and/or abstract may be circulated within the board to interested staff and/or posted on our internal ERRC webpage.)

Indicate an expected date for submission of completed report _____

I 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 Toronto 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 Toronto District School Board schools, teachers or students or parents will be identified in any report emanating from this research without permission.*

Signature of principal investigator

Date of signature/ submission

Please address any questions to:
Chair, Sally Erling
External Research Review Committee
E-mail: ERRC@tdsb.on.ca

ERRC Research Application Checklist

Before submitting, please confirm your application complies with the following requirements (✓):	
1. The application has the prior approval of the researcher’s affiliated agency or institution. If you are associated with a university or hospital, your proposal must have successfully undergone the ethical review process in your organization <i>before</i> submitting to TDSB. A copy of the ethics approval is submitted with this application.	
2. The TDSB research application form must be completed in full using the template provided. The application is submitted in a typed form. (Handwritten applications will not be accepted)	
3. FINAL copies of <u>all</u> data collection instruments are included.	
4. A copy of an Information & Invitation Letter to School Principals that outlines the purpose and scope of the study, and includes the commitments required of all potential participants is included.	
5. Parental permission is required for any research involving students less than 18 years of age. Copies of information letters and consent forms for staff, students or parents must be included with the application materials. In some cases, the translation of materials may be required.	
6. The demands on staff and students have been considered. The numbers of schools, participants and the amount of time requested have been minimized. Large-scale studies or studies that are intrusive or interfere with regular school time will not be supported.	
7. If relevant, the names of preferred schools have been provided (optional).	
8. Certification of a Criminal Records Background Check and Vulnerable Sector Screening will be submitted for any person(s) conducting research with students under 18.	
9. One electronic version and nine (9) hard copies of the collated research application form, supporting documentation and relevant appendices have been provided. Original signatures have been included on at least one master version.	

Email an electronic version of the completed application and attachments to ERRC@tdsb.on.ca

AND

Send the 9 paper copies of your full submission package to:

**Sally Erling, Chair
External Research Review Committee
Toronto District School Board
1 Civic Centre Court LL
Toronto, ON, M9C 2B3**

Revised April 2017