

3. RESEARCH DESIGN

a) Describe the general research design and methods of the study.

b) Describe the specific data collection tools to be used.

*(Attach **final** versions of all tests, surveys, interviews/focus group questions, observation protocol/field note templates and any other measures for each participant group).*

c) Describe where the study will be conducted and what facilities will be required.

4. DATA ANALYSIS

a) Briefly describe the proposed methods of data analysis.

5. PARTICIPANT INFORMATION

Number of elementary Schools:

Number of secondary schools:

Names of preferred schools (*if applicable*):

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

b) Participants:

Participant Group	Number of Participants	Estimated Time Required (e.g., minutes/hours)	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			

Additional information about participants, if applicable:

e) Describe procedures and timeframes for the secure use, retention, disclosure and disposal of data.

f) Describe any researcher bias/conflict of interest, if applicable. (**NOTE:** YRDSB advises that researchers will not be permitted to gather data in their own classes, departments or with any staff over whom they have authority).

7. PROVIDING FEEDBACK

a) Describe the procedures for providing feedback to participating schools (e.g. a workshop or information session, report, etc.).

b) Describe the intended plans for the future use and/or publication of results.

IMPORTANT:

- Researchers must submit a Status Report Letter by June 30th of the academic year in which the study was approved to External.Research@yrdsb.ca.
- If applicable, researchers must submit a Request for Project Renewal, Extension, or Amendment (see page 11 of [Guidelines for Conducting External Research in the York Region District School Board](#)) by the next application deadline.
- Upon completion of the study, a Study Completion Report (see page 6 of [Guidelines for Conducting External Research in the York Region District School Board](#)) and any other reports/publications (e.g. thesis, research article, etc.) that emerge from the research must be submitted to External.Research@yrdsb.ca for the purposes of knowledge mobilization.

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

Expected date for submission of the full 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 York Region District School Board.*
- *All individual identifiers will be destroyed after completion of data analysis.*
- *No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.*
- *This research will be conducted according to the policies outlined by YRDSB.*
- *No York Region District School Board schools, teachers or students or parents will be identified in any report, publication, or presentation emanating from this research without permission.*

Signature of Principal Investigator

Date of Signature or Submission

Please address any questions to the External Research Review Committee and email External.Research@yrdsb.ca.

ERRC Research Application Checklist

Before submitting, please confirm your application complies with the following requirements (✓):	
1. The proposed study has the prior approval of the affiliated agency or institution. A copy of the ethics approval is submitted with this application.	
2. The YRDSB research application form is completed in full using the template provided. Applications deemed incomplete or who do not meet the submission deadline will be notified that their application will not be reviewed.	
3. FINAL copies of all data collection instruments are included (e.g. copies of all tests, questionnaires, and other data collection instruments which students, staff, and/or parents/guardians will be asked to complete).	
4. A copy of the Invitation Letter for School Principals is included, if applicable. See page 9 of the Guidelines for Conducting External Research in the York Region District School Board .	
5. Copies of Information Letters, Active Consent Forms and Student Assent Forms for staff, students or parents/guardians are included with the application materials. See pages 8 through 10 of the Guidelines for Conducting External Research in the York Region District School Board .	
6. Debriefing Form is included. See page 10 of the Guidelines for Conducting External Research in the York Region District School Board .	
7. Copies of Police Vulnerable Sector Checks dated no more than 6 months prior to the YRDSB's application deadline, has been included for all person(s) who will be in direct contact with students as part of the research.	
8. Use of Personal Information for Research Purposes Form is included, if applicable (see Appendix A).	

Please send:

- **One (1) electronic copy** of the application package and all supporting documents in one PDF file to External.Research@yrdsb.ca by the application deadline.
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ATTENTION: External Research
 Research Services
 Centre for Leadership and Learning
 300 Harry Walker Parkway South
 Newmarket, Ontario L3Y 8E2

Direct any questions to: External.Research@yrdsb.ca



THE YORK REGION DISTRICT SCHOOL BOARD

**USE OF PERSONAL INFORMATION FOR RESEARCH PURPOSES
AGREEMENT**

Municipal Freedom of Information and Protection of Privacy Act, 1989

This agreement is made between _____ (name of researcher) referred to below as *the researcher* and *York Region District School Board*, referred to below as *the institution*.

The researcher has requested access to the following records that contain personal information and are in the custody or under the control of the institution:

The researcher understands and promises to abide by the following terms and conditions:

- 1. The researcher will not use the information in the records for any purpose other than the following research purpose unless the researcher has the institution's written authorization to do so:

- 2. The researcher will give access to personal information, in a form in which the individual to whom it relates can be identified, only to the following persons:

- 3. Before disclosing personal information to persons mentioned above, the researcher will enter into an agreement with those persons to ensure that they will not disclose it to any other person.

- 4. The researcher will keep the information in a physically secure location to which access is given only to the researcher and to the persons mentioned above.

- 5. The researcher will destroy all individual identifiers in the information by the following date: _____.

- 6. The researcher will not contact any individual to whom personal information relates directly or indirectly without the prior written authority of the institution.

- 7. The researcher will ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the written authority of the institution.

8. The researcher will notify the institution in writing immediately upon becoming aware that any of the conditions set out in this agreement have been breached.

Signed on this ___ day of ___, 20____.

Researcher

Name:

Address:

Telephone:

Signature:

Institution Representative

Name:

Position:

Institution:

Address:

Signature: