



*Research and
Information
Sharing
Application*

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Project Information

Project title: _____

Principal investigator: _____

Principal investigator's position title: _____

Principal investigator's institution or agency: _____

Email address: _____ Phone number: _____

Nature of Research

Doctoral thesis

Masters thesis

University course assignment

Other, please specify:

College or university faculty research

Faculty supervisor, if applicable: _____

Supervisor's position title: _____

Supervisor's institution: _____

Funding agency, if applicable: _____

About the Project

Proposed start date (dd/mm/yyyy): ____ / ____ / ____

Anticipated end date (dd/mm/yyyy): ____ / ____ / ____

Note: Approval is granted to conduct research for one school year only.

Indicate the site(s) you are applying to (check all that apply):

All SD91 Schools

Specific SD91 Schools (details):

Research Summary

Briefly describe the nature and purpose of your project in plain language in the box below. Include your research question and your hypothesis or hypotheses.

Research Design

In the box below, describe your general research design and methods. List the key concepts being measured and the research instruments and data collection tools (e.g., surveys, interviews, focus group questions, observation templates). Attach the final versions of these to this application. Discuss the location(s) of your research and what participants will be asked to do.

Attach research instruments and data collection tools.

Benefits and Importance of Research

Briefly describe the benefits and the importance of your research to the education system, particularly to the participating schools, School District 91, and any additional benefits to study participants.

Research Requirements

If you are applying to conduct research involving participants (e.g., students, teachers, parents) please complete the Research Involving Participants section, below.

Research Involving Participants

Recruitment, participation, and time commitment

Describe your recruitment and participation plans. Include any steps you will take to minimize impact on students and school staff. Describe who will be doing the recruitment and what actions they must take. Note that the administrative and recruitment burden should largely fall on research staff and not staff of School District 91. List and attach any recruitment materials you will be using.

Attach recruitment materials.

Fill out the following table indicating the extent of participation expected from each group.

Participant Group	Number of	Details (e.g., grade levels, number of classes, subject areas, position)	Time Commitment (e.g., estimated hours per group or individual)
Students			
Teachers			
School administrators			
School support staff			
District Staff			
Parents, guardians, families			
Others			

Number of schools to be involved, if applicable: _____

List your desired school site(s), if known:

Informed consent for school principals or designates

For research with school staff or students, you must provide a copy of an information letter to school principals, when applicable. The letter must outline the purpose and scope of the study, emphasize the benefits to the school, and include the time commitment required of all participants, including any research related burdens that fall to the school (e.g., distributing surveys).

Attach information and invitation letter.

Note: All possible steps should be taken to minimize impact on student and staff time.

Knowledge Mobilization and Feedback

Describe your plans to publish or present your findings to the public. Describe your procedures for providing feedback to participating schools.

Note: At a minimum, you must provide an electronic copy of the completed research report to School District 91, as well as a one to two page abstract highlighting your key findings and describing the implications of your research findings on educational practices.

Ethics, Confidentiality, and Consent

Attach your completed research ethics board (REB) application.
Your research application may be conditionally approved, pending REB approval at the discretion of School District 91. Please indicate the status of your REB approval below:

Attach your complete REB application.

- REB approval is attached.
- REB approval is pending, application attached.
- REB approval is not needed. Please specify reason:

Briefly describe how you will ensure confidentiality and protect the identities of your participants through your research activities and beyond. Describe the procedures and timeframes for the secure use and disposal of personal and identifiable data.

Describe the methods you will use to obtain informed consent. List and include copies of your consent letters.

*Attach all
consent letters.*

Research Approval Agreement

I agree that:

no students, parents, staff, or individual schools will be identified in any papers, presentations, or publications resulting from this research.

the confidentiality of participants will be maintained through all research activities and all individual identifiers will be destroyed after completing the data analysis.

no personal information will be used to contact participants after completing this research.

the information collected during this research will only be used in the manner indicated by this application.

I have consulted with and received approval in principle from the School District 91 Indigenous Education Committee.

I have and understand the guidelines and procedures for conducting research with School District 91.

I will provide School District 91 with copies of interim and final research reports and publications (e.g. abstracts, one-pagers)

Agreement of Principal Investigator

Signature of Principal Investigator

Date (dd/mm/yyyy)

Agreement of Faculty Supervisor

Signature of Faculty Supervisor

Date (dd/mm/yyyy)

Checklist for applicants

Completed and signed application

Final copies of:

research instruments and data collection tools

recruitment materials

letter of explanation and invitation for principal(s) and teachers

ethics application with approval status

Letters of consent for participants, and parents/guardians

Note: Active consent from parent(s)/guardian(s) is needed for the participation of any student under 18 years old.

Completed criminal records check and vulnerable sector check if conducting research with students.

Ensure demands on staff and student time have been considered and minimized.

Application Submission and/or Questions

Please email your application and/or questions relating to your application to hsilver@sd91.bc.ca.