



*Ottawa-Carleton Research and Evaluation Advisory
Committee*



RESEARCH *and/or* **EVALUATION**

APPLICATION FORM

for the



Ottawa-Carleton District School Board
133 Greenbank Road ■ Nepean ■ Ontario ■ K2H 6L3



Ottawa Catholic School Board
570 Hunt Club West ■ Nepean ■ Ontario ■ K2G 3R4

2019-2020

RESEARCH/EVALUATION APPLICATION FORM

Please read the **Guidelines** carefully before completing this form. To fill in the form, **click** in the grey boxes and then type your responses. After completing the application, forward electronic copies of ALL information requested in the Application Process section of the Guidelines. **(NOTE: Please submit your electronic application as ONE PDF document and include a paginated Table of Contents at the beginning of the document.**

Please send the **Research/Evaluation Application** along with PDF documents of **ALL** accompanying information (as outlined in the Application Process section on page 6 of the Guidelines) to:

ocreac@ocdsb.ca

PART A: APPLICANT INFORMATION

Primary Investigator	Co-Investigator(s)	Researchers/Assistants entering schools <small>*if at any time this information changes you are required to notify the Chair</small>
Name:	Name:	Name(s):
Address:	Position held:	Position(s) held:
Position held:	Institution:	Institution(s):
Institution:	Department:	Department(s):
e-mail:	e-mail:	e-mail(s):
Telephone:	Telephone:	Telephone:
Are you an OCDSB or OCSB employee? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>*OCDSB employees should refer to Policy P.024.HR regarding Employee Conflict of Interest.</small>		

PART B: PROJECT DESCRIPTION

1. Title of proposed research/evaluation:

2. Nature of research/evaluation (check where appropriate):

- | | | |
|---|--|---|
| <input type="checkbox"/> Undergraduate thesis | <input type="checkbox"/> Master thesis | <input type="checkbox"/> Doctoral thesis |
| <input type="checkbox"/> Faculty research | <input type="checkbox"/> Ministry | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> Other (specify): | | |

3. Date of your institution's REB approval (if applicable): *include a copy of the approval with this application

4. If this is a funded project, who is it funded by?

5. Has this project been submitted to OCREAC previously? No Yes: If **yes**, indicate the month/year:

PART C: BOARD(S) REQUIREMENTS

1. School board(s) in which you would like this project to take place?

- Ottawa-Carleton District School Board
 Ottawa Catholic School Board
 Both

2. Please specify the number of each of the following required:

schools
students
grade or age levels

3. List the names of preferred schools (if any) to be involved in this study. (N.B. OCREAC approval does not obligate any board, department, or school to participate in a study. The decision to participate in a research project is always the prerogative of the school board and participating school principal and/or teacher.)

4. Please provide the reason(s) for your choice of preferred schools (e.g., random sample, specific population of interest, currently participating in program, etc.)

5. Other than the requirement to have staff present during data collection, please describe any further request for staff involvement in your research project:

6. Please describe any school resources that you feel are required for your research project:

7. Length of time of school involvement (specify which months, the number of times you wish to be in the school, and the length of each session):

<u>Month/Year</u>	<u># of times</u>	<u>Length of each session</u>
-------------------	-------------------	-------------------------------

8. Preferred week/month to start (Note: access to schools will be denied during September, May, and June):

9. Approximate finish date in school:

PART D: PROJECT SUMMARY

1. Overview of the study: Provide a brief description (**250 to 300 words**) of the study that can be shared with schools/principals. Please use clear and simple language, and avoid jargon and acronyms. Please utilize the following format for your abstract and ensure all components are completed:

- a. Purpose or Aim(s) of Research
- b. Research Question(s)
- c. Methodology
 - i. List of all participant groups, number of participants and description of sample(s)
 - ii. Inclusion and exclusion criteria for participation
 - iii. Method(s) and location of data collection
 - iv. Description of what is required of participants (task and time required)
- d. Implications

Abstract:

2. Theoretical Framework: Highlight the most relevant literature (include references).

3. **Research/Evaluation Question & Rationale:** What is the purpose? Include research questions & hypotheses.

4. **Importance of the Study:**

- a) Describe the **educational relevance** of the study.
- b) Describe any **benefits** for participants, schools, or school boards.
- c) Explain why it is **necessary** to conduct this study in the school system as opposed to using other sampling approaches.

5. **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/field note templates and any other measures being used*).

6. **Proposed analyses:** Briefly describe the proposed methods of data analysis.

7. **Confidentiality & Consent:**

- a) Describe how you will obtain **informed participant consent** (provide copies of all information and consent letters in your application).
- b) Describe the specific safeguards that will be taken to ensure **privacy and confidentiality** of participant information.
- c) Describe procedures and timeframes for **secure use, retention, disclosure, and disposal of data**.

8. **Submission of project updates:** As a condition of OCREAC approval, it is required that researchers provide updates on the progress and completion of their accepted research projects. A status update must be submitted to OCREAC by **June 30** of the academic year of approval via the **Status Report Form**. This deadline is for ALL projects accepted at any point within that academic year.

- Incomplete or ongoing projects will complete the *Annual Status Report* portion of this form.
- Completed projects will complete the *Study Completion Report* portion of this form, and be asked to submit a copy of the final report to OCREAC.

The **Status Report Form** and any final reports should be submitted electronically to the Chair of OCREAC (**note: the Final report may be circulated within the boards to interested staff and/or posted on internal webpage(s)*)

Please provide an estimated date that OCREAC will receive your final report: **Month:** **Year:**

PART E: RESEARCHER'S AGREEMENT

I hereby make application to conduct the research/evaluation project or survey described in the attached materials. I have read and understood the Guidelines for Non-Board-Initiated Research Projects and 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 OCREAC.
- No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.
- No OCDSB or OCSB schools, teachers, students or parents will be identified in any report emanating from this research without permission.

_____ **Date**

_____ **Research Applicant's Signature**

If the research applicant is a student, this form must be countersigned by the student's staff advisor to indicate that the advisor has approved the proposal and deemed it to be a valid and worthwhile research project.

_____ **Date**

_____ **Faculty Signature**

The personal information on this form is collected under the authority of the Education Act and will be used for the purpose of evaluating the research applicant's qualifications. If you wish to review this information, please contact the Chair of OCREAC.