

# RESEARCH STUDIES

## Background

The Division recognizes its responsibility to contribute to the research base in education and will provide opportunities for external individuals or organizations to conduct educational research within the Division and its schools. The Division may also from time to time want to conduct internal research or surveys. The Division will consider both internal and external applications for research and surveys.

## External Research Procedures

1. All external applications to undertake research projects or surveys within the school system or to obtain assistance from the system with respect to studies or research projects shall be submitted to the Superintendent or designate.
2. Requests to undertake graduate level research or survey studies must be submitted to the Superintendent or designate.
  - 2.1 External research applications will only be considered from September 1 to November 1 and January 1 to March 1 of every school year.
  - 2.2 Applications received outside of this timeline will not be considered.
3. Each application will include a one-page overview of how the research proposal meets the criteria outlined in 8.1 to 8.3 below.
4. Each application will also include the following as part of the application package:
  - 4.1 A digital copy of the abstract that summarizes the research proposal.
  - 4.2 A digital copy of the duly signed ethics committee approval letter from the University or College supporting the student.
  - 4.3 A digital copy of the literature review supporting the research proposal.
  - 4.4 A digital copy of the bibliography of works cited within the literature review.
  - 4.5 A digital copy of the voluntary background verification form if researcher will be working directly with students.
5. After due consideration and applying the criteria identified in this administrative procedure, an application will, depending upon its nature, be approved or denied.
  - 5.1 Each application received that is complete (including 4.1 to 4.5 above), will be studied by at least 2 members of the Division Office leadership team identified by the Executive Team.
  - 5.2 A recommendation for approval or denial will be forwarded from the Learning Services team to the Executive team within a reasonable time delay.
  - 5.3 The Executive Team will have the final decision around approval or denial. This will include consideration of the following criteria:

- 5.3.1 The overall benefit to Foothills School Division and its 3-year Education Plan priorities.
  - 5.3.2 The overall benefit to the research base in education.
  - 5.3.3 No more than one research project per 3-year Education plan priority will take place in any school year.
  - 5.3.4 Other research applications can be approved at the discretion of the Superintendent or designate while respecting all AP 290 guidelines.
  - 5.3.5 Preference for approval will be given to Division staff.
- 6. External research projects approved by Exec Team will be communicated by:
  - 6.1 An email to all members of the Foothills Administrators Association from the Superintendent or designate that includes:
    - 6.1.1 Name of University or College
    - 6.1.2 Names of all researchers
    - 6.1.3 Project Title
    - 6.1.4 Goal of Project
    - 6.1.5 Start date and completion date
  - 6.2 An information item on the next Education Committee of the Whole meeting agenda that includes Items 6.1.1 to 6.1.5 above.
- 7. Externally initiated research projects may be terminated at any time if, in the judgment of the Superintendent or designate, the guidelines established for the study have been violated.
- 8. Research studies will be approved and conducted according to the following procedures.
  - 8.1 All applications shall be satisfactorily completed at least one (1) month in advance of the study and must be submitted to the Superintendent or designate. Timelines shorter than one (1) month may be considered if extenuating circumstances exist.
  - 8.2 Upon completion of the study, the researcher shall be required to submit to the Superintendent a complete report plus an abstract describing the project and the findings.
    - 8.2.1 The completed research reports will be posted on the FSD Learning Links for all staff to access.
  - 8.3 The following criteria will be used by potential researchers in considering research studies:
    - 8.3.1 The study shall have recognizable value to the Division and/or to education in general;
    - 8.3.2 The content of any proposed questionnaire or survey instrument must not be objectionable to staff, students or parents;
    - 8.3.3 The involvement of students or teachers does not require an unreasonable amount of time;
    - 8.3.4 The willingness of schools or individuals to participate;
- 9. The Superintendent or designate shall, when necessary, ensure that the contents of a study are held in confidence.

10. All external research projects will be implemented at the discretion of school leaders with the exception of those mandated by Alberta Education.

### **Internal Research Procedures**

1. Research projects undertaken by or for the system shall be conducted and/or coordinated by the Superintendent or designate.
2. Internal research projects and surveys will consider all of the elements outlined above in External Research Procedures prior to moving forward with the research or survey.
3. The Superintendent or designate shall be responsible for the financial arrangements for research projects where appropriate and in concert with Division policies and administrative procedures.

Reference: Relevant Legislation and Regulations