District School Board
Ontario North East

REQUEST TO CONDUCT RESEARCH

- Researchers must complete this form and provide all documentation identified in Part G.
- Once completed, this form and supporting materials must be sent to melanie.demers@dsb1.ca for review by the Director of Education.
- Participation in the research must be entirely voluntary.
- Contact information for each school is available on our website.

PART A: RESEARCHER INFORMATION	
Researcher's Full Name	
Institution	
Email Address	
Telephone Number	

PART B: CO-INVESTIGATORS/ SPONSORS/ ADVISORS	
Full Name	
Institution	
Position Held	
Email Address	
Telephone Number	

PART C: NATURE OF RESEARCH	
☐ Faculty Research	
☐ Doctoral Thesis	
☐ Master's Thesis	
☐ Undergraduate Thesis	
☐ Other (please specify	

PART D: PROJECT DETAILS	
Title of Study	
Start Date	
End Date	
Is the project funded, and if so, by whom?	

PART E: OVERVIEW OF STUDY
Provide a brief overview of the study, including the purpose or aim(s) of the research, rationale, research question, (problem(s) to be investigated), methodology, and implications.
Which of the following area(s) of study is your proposed research best aligned with? (Select all that apply).
☐ Early Literacy
☐ Knowledge and application of numbers and operations
☐ Transition to secondary school
☐ Programming and support for graduation
☐ Understanding students' identities and lived experiences and integrating those into teaching and learning
☐ Promoting positive student behaviours and creating caring, safe spaces for learning
☐ Importance of social connections for students
☐ Innovative teaching and learning practices
☐ Promoting mental health and well-being among students and staff
☐ Best practices for virtual learning
Briefly describe how your proposed research aligns with the area(s) of study indicated above.
Briefly describe the benefits of the research to District School Board Ontario North East (DSB1) and to the general educational knowledge.

Briefly describe the research design and methods of the study. Describe data collection tools (e.g. interviews/focus group questions, and/or observation/field note templates. Final copies of all assessments and tools must be attached to your request.

PART F: PARTICIPANT INFORMATION
Describe how participants will be selected.
Indicate how much time will be required of participants.
Indicate if participants will be compensated for their participation and how.

PART G: SUPPORTING DOCUMENTATION
Confirm that the following supporting documentation is included with this request
☐ A copy of the Approval from the institution's Ethics Review Board
☐ A copy of the consent form(s) for participants
☐ A copy of all data collection tools to be used (e.g. surveys, focus group or interview questions)
☐ A copy of the correspondence to be sent to schools, asking for their assistance

SCHOOL BOARD – To be returned to contact once completed		
NOTE: A copy of this form must accompany initial correspondence to a DSB1 school		
Request has been:	☐ Approved	☐ Denied
_____ Director of Education or Designate		_____ Date