Research Project Submission Information and Approval Criteria

June 2018

Submission Information

Edmonton Public Schools welcomes researchers to submit proposals to conduct research and program evaluations with district staff and students, providing the research project submissions meet the criteria outlined in this document.

Research is defined as any process that gathers information for the purpose of dissemination of findings through publications, presentations, collegial sharing or fulfillment of degree requirements for the improvement of practice that enhances teaching and learning.

Evaluation - Though there are clearly distinctions to be made between evaluation and research, particularly with respect to goals or intentions for the purposes of work within the District, evaluations completed by individuals or groups other than corresponding governing bodies are for all intents and purposes subject to the same requirements described herein under the category of research.

All requests to conduct research and/or evaluations must have the prior approval of Research and Innovation for Student Learning. Unless otherwise arranged, before researchers can contact any District staff, their research project submission must be approved by Research and Innovation for Student Learning. Upon approval, applicants will receive a letter granting permission to commence their research.

All research project submissions must align with the District Priorities, noted below, and must include an explanation of how the research is of value to the District and should reference the District Strategic Plan:

Please submit research project submissions to:

Research
Edmonton Public Schools
One Kingsway
Edmonton, AB T5H 4G9
Phone: 780-429-8191
research@epsb.ca

Research project submissions will be reviewed five times during the 2018-2019 school year. Below are the submission deadlines and review dates:

September 5, 2018	(review on September 19, 2018)
November 6, 2018	(review on November 20, 2018)
January 25, 2019	(review on February 8, 2019)
March 8, 2019	(review on March 22, 2019)
May 31, 2019	(review on June 14, 2019)

Typically, approval will not be granted to conduct research in Edmonton Public Schools during the months of September, May and June, unless otherwise approved and arranged for special circumstances.

Approval Criteria

Research project submissions may not be approved if they do not meet the following criteria:

- All research projects must be in compliance with the Freedom of Information and Protection of Privacy Act and Regulation (FOIP) and researchers must ensure that the confidentiality of information regarding Edmonton Public Schools, teachers and students is protected.
- All research projects initiated by, or in collaboration with post-secondary institutions must first be submitted to the institution's relevant ethics board for approval.
- All research projects initiated by, or in collaboration with the University of Alberta must first be submitted to the University's Cooperative Activities Program (CAP):

  Associate Dean, Research
  Office of the Dean, Faculty of Education
  Attn: Carrie Lynch
  845 Education South, U of A
  Edmonton, AB T6G 2G5
  edasg@ualberta.ca

- Research project submissions from researchers of post-secondary institutions other than the University of Alberta must include confirmation of approval as well as ethics approval from the researchers' post-secondary institution.
- Research project submissions must be in compliance with the Tri-Council Policy Statement for Ethical Conduct for Research Involving Humans (TCPS2) and if researchers are not associated with a post-secondary institution, the researcher must complete the TCPS2 Tutorial Course on Research Ethics (CORE) and shall include the certificate proving completion of the TCPS2 Tutorial Course in their research project submission. Submissions that don't include either a confirmation of an approved ethics review or a certificate proving completion of the TCPS2 Tutorial Course will not be accepted.
- **All research project submissions must include the following information,** *with the exception of the Vulnerable Sector Police Check, which may be submitted once the research project is approved:*
    - An explanation of how the research is of value to the District and should reference the District Strategic Plan
    - A clear description of the educational benefit, added value, relevance and significance to the District
    - Title and a clear description of the research project
    - A well-stated research question and clear and concise research objectives
    - Clearly identified and well-designed methodologies and/or methods
    - A brief explanation of relevant concepts or theories associated with the research
    - A bibliography of key articles, literary reviews or sources
    - Copies of surveys, questionnaires, details of evaluative measurements, survey instruments to be used, outline of the interview protocols, and when available, references to validation studies
    - An anticipated timeline, start date and completion date of the research project
    - Clear procedures for obtaining active consent from participants, including copies of information and consent letters noting the following:
        - **Written parental/legal guardian consent is required for any research that requires participation of students under the age of 18. Passive consents/negative consents/opt-out consents will <u>not</u> be approved**
        - **We request that researchers find ways of obtaining active/informed participant consent to ensure <u>minimal impact</u> on the workload of school staff**
    - An outline that clearly describes the potential impact on normal school and classroom activities and specific details of demands on staff and/or students during and outside of regular school hours. **It is the**

expectation of the District that a minimal amount of time is required of school staff to support researchers

- Names of preferred schools and preferred personnel where the research will be carried out (*not required but may streamline the review process*)
- Anticipated number of visits to the school(s) and duration of the visits. **Researchers must ensure minimal impact and demands on school staff and administrators**
- A description of how the data collected for the research project will be used and with whom it will be shared, where it will be stored and for how long, and how and when the data will be destroyed
- A [Vulnerable Sector Police Check](#) is required for anyone who will have direct involvement with students
- An agreement by the researcher(s) to submit a final research report to Research and Innovation for Student Learning at the conclusion of the research project as well as, where applicable, a copy of any thesis transcripts or published papers drawing from or associated with the research conducted in the District. When or where mutually appropriate, researchers may be invited to present their findings to relevant audiences

Please note that meeting the above criteria does not guarantee approval of research project submissions. All submissions will be subject to review of the above criteria with a consideration of risk assessment, justification of requisite program interruptions, rigour and applicability, and the overall benefit of the research to the District and study participants.

Research project submissions may also be rejected or deferred based on the number of projects currently underway across the District or at any one site.

District approval does not bind District staff to participate in any research project. Principals in Edmonton Public Schools have the final decision regarding involvement in research projects in their particular schools.

Should prospective researchers have questions regarding the above criteria or submission procedures, they are welcome to contact [Research](#).

Edmonton Public Schools truly values the opportunity to support and, if appropriate, to work alongside researchers who approach our District with the intentions of furthering the priorities of our board, our staff and our students. As much as possible, we try our best to work with prospective researchers to ensure that for both their benefit and the benefit of the students and staff of our District, the work is grounded in the District's cornerstone values and that every measure has been taken to not only ensure the protection of all parties, but also to make every attempt to ensure the work will have achieved its potential impact in either advancing understanding or seeing its findings considered or realized in relevant applications and best practices.