

Administrative Procedure 290 - Appendix B

RESEARCH REQUEST APPROVAL FORM

The Research Project Entitled: _____

Has not been approved:

Has been approved:

Your request to conduct research in our division is approved subject to the conditions / requirements checked below:

1. A list of selected schools must be forwarded to my office before the research can begin.
 - 1a. The list of targeted schools has been received.
2. Final approval to conduct this study will rest with the principal of each targeted school and the targeted group of teachers/students where applicable.
3. Conducting the research will in no way negatively impact instructional time for students and teachers.
4. Conducting this research must not put any burden of responsibility on our school administrators or other staff unless they specifically agree to it. Such agreement must not negatively impact instructional time.
5. Participation in the study will be voluntary and participants will be able to opt out at any time without prejudice. This must be clearly communicated to the participants at the outset.
6. For students under 16 years of age, the researcher must secure informed parental consent and confirm such consent with the principal before the research proceeds. Students 16 years of age and older must provide their own informed consent. Regardless of age, youth must be clearly informed from the outset that they may refuse to participate at any time, even if their parents consented to their participation.
7. Anonymity of participants must be ensured.
8. Before the research project can begin, it must receive final approval from your university's Research Ethics Committee and a copy of this approval must be sent to the Assistant Superintendent as per the contact information listed below.

8a. Ethics Committee approval letter has been received	8b. Not applicable
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9. Given the inherent potential risk in this research project that some participants may relive a traumatic experience which can cause emotional or psychological stress, counseling services and other appropriate supports must be available during and subsequent to the data collection process.
10. A copy of the research findings and resulting papers/reports must be directed to the Superintendent's office.
11. Research results must be made available to the schools involved and to the individual participants who request them.
12. The Peace River School Division takes no responsibility in conducting this research, and will not be held liable for any negative impacts relating to this research effort.

Signature of Approval: _____
Division Representative

Date

Signature of Compliance: _____
Researcher

Date

For approved projects, a signed copy of this form MUST be returned to the division office person responsible for assessing the request, and also forwarded to the target schools and teachers/students (where applicable) before research can begin.