



GUIDELINES FOR APPROVING RESEARCH TO BE CONDUCTED IN NCSD SCHOOLS

Nova Central School District values quality research undertaken in schools which can enhance teaching and learning, the educational environment and the health and well-being of students. However, the district has a responsibility to ensure that any such research does not infringe on the rights of students and employees or jeopardize the welfare of students. The district must also ensure that research carried out in schools does not negatively impact instructional time and the delivery of curriculum outcomes.

- Research that has direct relevance to education and demonstrable benefits for the participants, education and Nova Central School District will be given priority.
- Research which attempts to expand on, rather than duplicate, existing knowledge will be given priority.
- Research design and methodology conforms to acceptable standards, including ethical considerations and relevant research training and experience.
- Participation in the study will be voluntary and participants will be able to opt out at any time without prejudice. The rights of all participants in the research are protected and appropriate procedures are followed for obtaining informed [written] consent from parents/ guardians. Students 16 years of age and older must also consent to the participation and can refuse to participate, even if their parents have consented to their participation. This must be clearly communicated to participants at the outset.
- The research should be minimally intrusive and the demands placed on study participants and schools should not be excessive, or conflict with the students' academic program.
- Small scale research assignments are often part of the requirements for undergraduate and Masters coursework. Individual school principals have the authority to approve such research, to be conducted by current employees or post-secondary students on placement with the district, if they are

satisfied that it meets the other criteria established for research in NCSD schools.

- All research projects to be undertaken by external researchers must be approved by the Assistant Director of Education (Programs). However, the final decision regarding the participation of individual schools in the research will be made in consultation with school principals.
- Research projects should include a reasonable timeframe and avoid peak times of the year where possible, such as formal examination times.
- The anonymity of participants must be protected. Researchers must be cognizant of the rural nature of our school district and ensure that information is reported in such a way that it does not undermine anonymity for students living in small communities. Research projects which require the collection of information that identifies participants must be able to demonstrate the necessity for collecting such information, describe the procedures which will be adopted to ensure confidentiality, and handle such information in accordance with the provincial *Access to Information and Protection of Privacy* legislation, and district policies.
- Information provided by participants must be handled with sensitivity. In studies where there is a possibility that students may be distressed as a result of their participation (e.g. psychological studies), researchers will need to include strategies to ensure that there is appropriate follow-up.
- If at any time while research is being conducted the researcher becomes aware that a participant is at risk of harming him/herself or others, s/he must report that to the appropriate authorities.
- An external researcher who will be conducting research that involves direct, unsupervised contact with students must complete a 'Criminal Offence Declaration'.
- The district does not generally approve research which is undertaken primarily for commercial or material gain.
- Following completion of the research, a copy of the research report and findings must be provided to the Assistant Director of Education (Programs). Research results must also be made available to the participating schools and individual participants who request them.

NOVA CENTRAL SCHOOL DISTRICT

Application to Conduct Research

PRINCIPAL RESEARCHER	TITLE
AGENCY/EDUCATIONAL INSTITUTION	
Name of Agency: _____	
Contact/Supervisor: _____	
<input type="checkbox"/> YES	<input type="checkbox"/> NO The proposed research is part of a college/university course/thesis.
<input type="checkbox"/> YES	<input type="checkbox"/> NO The proposed research is being conducted by a NCSD employee.
<input type="checkbox"/> YES	<input type="checkbox"/> NO The findings will be primarily used for commercial purposes.
<input type="checkbox"/> YES	<input type="checkbox"/> NO The proposed research project has received the approval of the relevant <i>Research Ethics Committee</i> .
CONTACT INFORMATION	
Mailing address: _____	
Phone number: _____	Fax: _____
Email address: _____	
TITLE OF PROPOSED RESEARCH	
DESCRIPTION OF PROPOSED RESEARCH	

TIMELINES FOR PROPOSED RESEARCH

- Copy of consent form to be used with parents/guardians is attached (if students are expected to participate in study).
- Copy of approval form from relevant Research Ethics Committee is attached.
- I have read *Guidelines for Approval of Research to be Conducted in NCSD Schools* and agree to the conditions as outlined.

ADDITIONAL COMMENTS

Signature of Principal Researcher

Date

**Applications must be submitted to:
The Assistant Director of Education (Programs)
Nova Central School District
203 Elizabeth Drive
Gander, NL A1V 1H6
Fax: 709-651-3044
Email: info@ncsd.ca**