



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

202 Research Initiated by External Agencies

DIRECTIONAL POLICY

Nurturing & Protecting Catholic Education

Title of Administrative Procedure:

Research Initiated by External Agencies

Date Approved:

March 2023

Projected Review Date:

March 2028

Directional Policy Alignment:

The *Research Initiated by External Agencies* procedure falls under the Board's directional policy *Nurturing & Protecting Catholic Education* by ensuring an environment that is reflective of Catholic social teaching and positively contributing to the achievement and wellbeing of all students and staff.

Alignment with Multi-Year Strategic Plan:

The *Research Initiated by External Agencies* procedure aligns with the Board's Multi-Year Strategic Plan as it demonstrates our tenets of protecting, learning, and nurturing our educational community.

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The *Research Initiated by External Agencies* procedure provides third-party researchers and external research partners with information about the requirements related to conducting studies or research projects in and with the CDSBEO, including recruiting participants who are students, staff, or parents/guardians. Third-party researchers and external research partners do not include necessary data collection by the Ministry of Education.

Application and Scope

The search for knowledge about ourselves and the world around us is a fundamental human endeavour. Research is a natural extension of this desire to understand and to improve the world in which we live. ([Tri-Council Policy Statement Ethics Framework, 2022](#))

Research, for the purposes of this administrative procedure and the students served by this board, refers either to studies designed to add to the existing body of research knowledge or to studies designed to provide information for decision-making. Research does not refer to the necessary collection of data required by administration or the Ministry of Education. Given the above, any research request must be purposeful and of value to the students, staff, and parents of CDSBEO. It must adhere to and demonstrate the strictest principles of ethical research and uphold the dignity and worth of the human being, with a particular focus on this duty as it relates to children and their privacy.

General Procedures

Guidelines for Research Requests

All proposals for research will be submitted in writing to the Office of the Director of Education using the **CDSBEO Application Form for Research Requests** (Appendix A).

The application will be reviewed and evaluated under the supervision of the Superintendent of School Effectiveness, Student Success. If the application form is incomplete, the request to conduct research will not proceed.

Evaluation of Proposal

The following criteria will be used for the purpose of evaluating the proposed research study:

- Educational value of the research as it relates to education and the benefits of CDSBEO students, staff, and administration;
- Research purpose as it relates to contributing to an existing body of research and its relevance to any demographic information sought;
- No collection of fees or charges to students and/or staff shall be undertaken;
- Impact on regular school and classroom activities and system timelines;
- Research Ethical Board (REB) submission (for institutions with REB board) and approval;
- Ethical research practices;
- Municipal Freedom of Information/Protection of Privacy Act adherence;
- Concurrence of the principal(s) of the schools indicated;
- Research institution, relevance, and relationship to the board (employee, former student, parent);
- Researcher's curriculum vitae;
- Relevance and appropriateness for students, staff, parents, and guardians;
- Respect for persons, welfare, and justice.

No research shall endeavor to collect information for which no appropriate follow up and supports are in place for student well-being and safety. The decision of the internal committee, comprised of the Superintendent of School Effectiveness, Student Success, and the Family of Schools Superintendents, is final and not subject to appeal.

Proposal Acceptance

If a proposal meets the evaluation criteria, the committee will issue a Letter of Approval on behalf of the board indicating the following:

- project approval subject to the conditions outlined;
- school and/or committee sharing of results;
- commencement and completion dates for research approval: research will not commence prior to October 1 or after June 1 in any school year;
- direction of contact with the principal including arrangements to be made;
- completion of required forms: Appendix B and C;
- completion and submission of required Police Criminal Reference Vulnerable Sector Check for all participants conducting research;
- copy of parental consent letters by researcher.

Parental Consent Letter by Researcher

For the purposes of this administrative procedure, consent means “free, informed and ongoing consent.” ([TCPS 2, 2022](#)). Parents and guardians must be made aware of this option, which also must clearly be communicated to any participating students, and parents must provide written consent to the researcher and to the board (Appendix D) once approval has been given for their child to participate.

The following must be included in the researcher’s letter to parents and guardians:

- nature of ongoing consent and its relationship to withdrawing from the research at any time, without reason and without consequence;
- research purpose;
- researcher’s name, qualifications, and telephone number for any questions arising;
- requirements of participating students including duration, time, and scheduling at the convenience of the teacher and class;
- the information that is to be collected and its origins (individual or groups);
- types of video/audio or electronic research gathering procedures;
- how the research results will be reported in ways that ensure the complete confidentiality of the student, including the assurance the research will not appear in any school records;
- safe storage and destruction of research and the timelines for this process;
- date of project approval, which has been granted by the Catholic District School Board of Eastern Ontario.

Proposal Rejection

If a proposal does not meet the evaluation criteria, a letter will be issued on behalf of the board, including the reasons for this decision. The decision of the internal committee is final and not subject to appeal.

Proposal Cancellation

Should the required forms, including the Municipal Freedom of Information/Protection of Privacy Research Agreement Form, not be received prior to the proposed scheduled commencement of research, the proposal will be cancelled immediately, and the researcher and participating principal notified as soon as possible.

Responsibilities**The Board of Trustees is responsible for:**

- Ensuring alignment with the Nurturing & Protecting Catholic Education Directional Policy.
- Reviewing the Research Requests administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Supporting the implementation and compliance with this Administrative Procedure.
- Referring requests to the Superintendent of School Effectiveness, Student Success.
- Overseeing the development, implementation, and compliance of this administrative procedure.
- Chairing the committee, which includes at least one other Family of Schools Superintendent, for all research requests, and the Superintendent of School Effectiveness, Student Success.

Superintendents of Schools and System Portfolios are responsible for:

- Resourcing and supporting this administrative procedure as it relates to their individual portfolios and/or Family of Schools.

Principals and Vice-Principals are responsible for:

- With the approval and support of the board, considering and overseeing the research implementation, with a particular focus on the operations and impact on the Catholic school community.
- Facilitating parental consent for research requests.

Staff are responsible for:

- With the approval and support of the board and school principal, supporting this administrative procedure.

Progress Indicators

- Yearly collection of letters of approval or rejection by the Superintendent of School Effectiveness, Student Success.
- Yearly communication to the Director of Education with respect to the outcome of research requests.

Definitions

- **REB:** Research Ethical Board refers to the governing body that grants research requests arising from various institutions. Its approval processes take into consideration the ethical collection, purpose, storage, and value of research proposals to safeguard the rights and welfare of participants.
- **TCPS 2** (2022) Tri-Council Policy Statement Ethics Framework: [Chapter 3 The Consent Process](#)

Related Forms

- [CDSBEO Application Form for Research Requests: Appendix A](#)
- [Research Agreement: Appendix B](#)
- [Code of Ethics for Researchers: Appendix C](#)
- [Parental Consent Form \(Board\): Appendix D](#)

References

- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022)
- [Education Act, RSO 1990](#)
- [Municipal Freedom of Information Act/Protection of Privacy Act, 1990](#)
- [Freedom of Information and Protection of Privacy, F2:1](#)