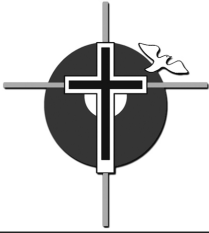


PURPOSE:

The Catholic District School Board of Eastern Ontario shall cooperate with researchers whose studies are not initiated by the Board, when it is considered to be in the best interest of the students and the Board.

PROCEDURE:

- 1) An application to the Catholic District School Board of Eastern Ontario to conduct non-Board-initiated research/surveys will be accompanied by a letter from the sponsoring agency stating that the project has received approval from the institution's ethics review committee, and adheres to the principles outlined by the Canadian Psychological Association guidelines for the conduct of research with human subjects (Canadian Code of Ethics for Psychologists, 1998). Particular attention will be given to ensure the identity of students, teachers, schools and board services is protected and appropriate consent from participants and parents is obtained.
- 2) The Board will consider applications to conduct research/surveys from outside agencies, subject to the following conditions:
 - a. Official application will be made to the Director of Education or designate. The application will include all of the following:
 - i. An abstract of not more than one (1) single spaced typed page;
 - ii. A detailed literature review supporting the conduct of the research;
 - iii. A description of all participants;
 - iv. A copy of all instruments to be used;
 - v. A complete description of the research design;
 - vi. A copy of all materials to be used, including informed consent forms;
 - vii. A brief description of the analyses that will be performed;
 - viii. Curriculum vitae of supervising personnel;
 - ix. Ethics approval from the institution's Ethics Review Committee
 - x. Documentation attesting to the reliability and validity of the proposed instruments. In cases where the purpose of the research is to validate a measure, the proposal will clearly indicate how this will be accomplished.
 - b. The research will be at the Masters or Doctoral level;



- c. Research conducted will be in the medical or educational fields and/or the areas of psychological measurement and evaluation;
 - d. Research will be sponsored and/or conducted by a Faculty of Education, the ministry of Education or any recognized institution such as, Ontario Institute for Studies In Education, or the Children's Hospital of Eastern Ontario;
 - e. The overall organization (i.e., printing, tabulating), will remain the responsibility of the outside agency conducting the research;
 - f. There will be no costs involved for the Board or participants;
 - g. There will be a maximum of one research project per classroom per year unless special circumstances dictate otherwise;
 - h. Copies of the research report and/or abstracts will be made available to the Board on an annual basis along with the summary of approved research projects;
 - i. All researchers will adhere to the guidelines provided by the Municipal Freedom of Information and Protection of Privacy Act. This will include informing study participants when personal information is being collected. Researchers will inform the participants as to who will have access to the information, how the information will be used and who to contact for more information about the data collected. Personal information is defined in the legislation as: "information related to race, religion, age, sex, marital or family status, psychiatric, criminal or employment history, and identifying number assigned to an individual, the address, telephone number and personal views of the individual relating to another individual."
 - j. Prospective researchers will agree to translate any material into any language deemed essential for obtaining informed consent; and
 - k. A schedule for the delivery of progress and final reports will be developed, agreed to and printed in advance of initiation of the project.
- 3) All of this information will be forwarded to Executive Council for review and consideration.
 - 4) All applications to conduct research in Board schools must be reviewed for consideration of approval by the Executive Council. If a research project is approved, the Supervisory Officer will administer and oversee the research.