



*Ottawa-Carleton Research and Evaluation Advisory
Committee*



RESEARCH and/or EVALUATION STATUS REPORT FORM

for the



Ottawa-Carleton District School Board

133 Greenbank Road ■ Nepean ■ Ontario ■ K2H 6L3



Ottawa Catholic School Board

570 Hunt Club West ■ Nepean ■ Ontario ■ K2G 3R4

STATUS REPORT FORM

The Tri-Council Policy Statement (TCPS) requires REB review of ongoing studies. This is achieved for OCREAC through the completion of the Status Report Form. As per OCREAC guideline 2.4, researchers are required to submit a report to the Chair of the committee:

- a) **Annual Status Report:** Report on the *progress* of the study at the end of the academic year in which the study was approved (June 30th); and/or
- b) **Study Completion Report:** Summary of study and main findings upon *completion* of a project.

Failure to submit reports will result in the refusals of future applications by the committee.

To fill in the form, **click** in the grey boxes and then type your responses. After completing the form, forward an **electronic** copy to the committee (ocreac@ocdsb.ca).

Please send an **electronic** copy of the **Status Report Form** to:
ocreac@ocdsb.ca

PART A: REPORT TYPE

This form is for: Annual Status Report
 Study Completion Report

PART B: APPLICANT INFORMATION

Information about Principal Investigator

Name of Principal Investigator:
Address:
Position held:
Institution:
e-mail:
Telephone:

Information about Co-investigator(s)

Name:
Position held:
Department:
Institution:
e-mail:
Telephone:

PART C: PROJECT INFORMATION

Title of Research Project:

Date of Approval (or most recent Renewal):

Date(s) of Prior Renewal(s) (if applicable):

A. Is data collection complete? No
 Yes

Please complete **Part D: Annual Status Report**
Please complete **Part E: Study Completion Report**

PART D: ANNUAL STATUS REPORT

A. If data collection is NOT complete, what is your proposed date of completion?

B. Please list all schools that have participated in your study to date (or have committed to participating in your study):

OCDSB school(s)

OCSB school(s)

C. What is your target sample size?

Students Grade(s):
Teachers/staff
Parents
Other Please identify:

D. How many research participants have you recruited and/or collected data from:

Students Grade(s):
Teachers/staff
Parents
Other Please identify:

E. Have there been any unanticipated issues/events involving participants in your project (legal, physical, psychological, social, other)?

Yes Please complete **Unanticipated Issues/Adverse Events Report**
No

F. Have there been any modifications to the following research components since the project was last approved?

Yes Please complete the *Modification* portion of the **Renewal, Extension, or Modification Form**
No

G. Progress Report: Please provide a brief summary (**250-300 words or less**) of the progress of the study in terms of (a) recruitment, (b) data collection, and (c) findings to date. If you have been unable to achieve your study targets in this academic year, please also provide (d) an explanation as to why, and (e) how issues will be mitigated should an extension be granted.

Please describe progress:

H. At this time, are you applying for OCREAC renewal or extension?

Yes Please complete **Renewal, Extension, or Modification Form**
No

Please note that OCREAC *does not guarantee* that a request for renewal or extension for a previously approved project will be approved again. Approvals for renewals or extensions are conditional upon school board priorities at the time, as well as availability and interest of the schools.

PART E: STUDY COMPLETION REPORT

A. Date of Study Completion:

B. Were there any unanticipated issues/events involving participants in your project (legal, physical, psychological, social, other)?

Yes Please complete **Unanticipated Issues/Adverse Events Report**
No

C. Were there any modifications to the following research components since the project was last approved?

	Yes	No
a) Study design or methodology	<input type="checkbox"/>	<input type="checkbox"/>
b) Information letter(s), consent form(s), debriefing form(s)	<input type="checkbox"/>	<input type="checkbox"/>
c) Sampling or recruitment procedures	<input type="checkbox"/>	<input type="checkbox"/>
d) Data collection tools (e.g., questionnaire(s), interview protocol(s), observation tool(s))	<input type="checkbox"/>	<input type="checkbox"/>
e) Study participants (e.g., groups, number of participants)	<input type="checkbox"/>	<input type="checkbox"/>
f) Participating schools or sites	<input type="checkbox"/>	<input type="checkbox"/>
g) Data security or confidentiality	<input type="checkbox"/>	<input type="checkbox"/>
h) Data use, retention, disclosure, disposal	<input type="checkbox"/>	<input type="checkbox"/>
i) Research team members	<input type="checkbox"/>	<input type="checkbox"/>
j) Other	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to any of the questions, please describe these modifications:

D. Please list all schools that participated in your study (*please note that a summary of the findings should be shared with each of these schools*):

OCDSB school(s)

OCSB school(s)

E. How many research participants were involved in your study:

Students

Grade(s):

Teachers/staff

Parents

Other

Please identify:

F. **Executive Summary:** In **500 words or less**, please provide a brief description that can be used to communicate the results of your study. *This summary will be circulated within the boards and may be posted internally and/or externally on the board websites.*

Please use clear and simple language, and avoid jargon and acronyms. The summary must respect the anonymity of participants and should contain results of aggregate data only (where appropriate). Include the following details in your summary:

- a. Purpose or Aim(s) of Research
- b. Research Question(s)
- c. Methodology
 - i. Number of participants and description of sample(s)
 - ii. Method(s) of data collection
 - iii. Method(s) of analysis
- d. Main Finding(s) or Result(s)
- e. Implications (particularly for the school board, school, or education)

Summary:

G. Dissemination of results:

a. Have any of the results from this research been published, submitted for publication or presented at a meeting or seminar?

Yes

If yes, please specify (and **attach** any abstracts, presentations, or publications if applicable):

No

If no, do you intend to publish? Yes No

Please share a copy of the publication with OCREAC once published.

b. Have you shared the summary of the results with participating schools?

Yes

No

Please send a **one-page summary** to the Chair as well as to any participating schools (See OCREAC Guidelines #23). You are encouraged to share the **executive summary** used above.

PART F: SIGNATURES

Signature of Principal Investigator:

Date

Principal Investigator Signature

If the Principal Investigator is a student, this form must be countersigned by the student's staff advisor.

Date

Faculty Signature