



*Ottawa-Carleton Research and Evaluation Advisory
Committee*



RESEARCH and/or EVALUATION RENEWAL, EXTENSION or MODIFICATION 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

RENEWAL, EXTENSION, or MODIFICATION FORM

This form is to be used when requesting a renewal, extension, or modification to an existing study that has been approved by OCREAC. OCREAC approval is for one academic year. Ongoing and longitudinal studies require annual renewal and approval. As per OCREAC guidelines #23 and #24, researchers are also required to submit the STATUS REPORT FORM to the Chair of the committee in order to be considered for a renewal or extension.

Renewals: The targets for an approved project have been met (e.g., sample size achieved, data collected and analyzed) in the year of approval. The researcher is submitting a previously approved project for another year of approval. For example, multi-year or longitudinal studies for which the study design or methodology have not changed would qualify for OCREAC renewal. STATUS REPORT FORM must be completed in addition to this form.

Extensions: The researcher has been unable to achieve the project targets (e.g. sample size, data collection) in the year of approval, OR the study is multi-wave or multi-phase and the researcher is requesting to submit an extension to conduct the next phase of the study. The researcher is requesting for an approved project to be granted an extension for another academic year in order to meet study targets or conduct the next phase of the study. STATUS REPORT FORM must be completed in addition to this form, including an explanation as to why the targets were not met in the year of approval, and how issues will be mitigated should an extension be granted.

Modifications: When a proposed amendment is made to the research protocols for an existing approved research study (e.g., participants, target schools, data collection tools, time commitments, study personnel, etc.).

Please note that renewals and extensions are conditional upon availability and interest of the schools in addition to the Board priorities at that time. OCREAC does not guarantee that a previously approved project will be extended or renewed.

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 **Renewal, Extension, or Modification Form** to:

ocreac@ocdsb.ca

PART A: REQUEST TYPE

Please indicate the nature of your request:

Renewal	<input type="checkbox"/>	Complete Part D
Extension	<input type="checkbox"/>	Complete Part D
Modification	<input type="checkbox"/>	Complete Part E

PART B: APPLICANT INFORMATION

Name of Principal Investigator:

Address:

Position held:

Institution:

e-mail:

Telephone:

PART C: PROJECT INFORMATION

Title of Research Project:

PART E: MODIFICATIONS

A. Please indicate if any changes are proposed or required for each of the following research components:

Research Components	Any Changes?		If yes, please describe.	Revised Document(s) Attached
	Yes	No		
a) Study design	<input type="checkbox"/>	<input type="checkbox"/>		
b) Timelines and estimated completion date	<input type="checkbox"/>	<input type="checkbox"/>		
c) Information letter(s), consent form(s), debriefing form(s)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
d) Consent procedures	<input type="checkbox"/>	<input type="checkbox"/>		
e) Sampling or recruitment procedures	<input type="checkbox"/>	<input type="checkbox"/>		
f) Data collection tools (e.g., questionnaires, interview protocols, tests, measures)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
g) Study participants (e.g., groups, number of participants)	<input type="checkbox"/>	<input type="checkbox"/>		
h) Participating schools or sites	<input type="checkbox"/>	<input type="checkbox"/>		
i) Location or facilities required	<input type="checkbox"/>	<input type="checkbox"/>		
j) Time commitments	<input type="checkbox"/>	<input type="checkbox"/>		
k) Data analysis	<input type="checkbox"/>	<input type="checkbox"/>		
l) Data security or confidentiality	<input type="checkbox"/>	<input type="checkbox"/>		
m) Data use, retention, disclosure, disposal	<input type="checkbox"/>	<input type="checkbox"/>		
n) Research personnel or team members	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
o) Feedback or publication of results	<input type="checkbox"/>	<input type="checkbox"/>		
p) Updated REB documents	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
q) Updated Police Check documents	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
r) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

B. Are there any new foreseeable risks or benefits associated with the changes being requested?

No

Yes

If Yes, please explaining ALL risks or benefits in detail:

PART E: 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