Ottawa-Carleton Research and Evaluation Advisory Committee

RESEARCH and/or EVALUATION

APPLICATION 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

2024-2025

RESEARCH/EVALUATION APPLICATION FORM

Please read the *Guidelines* carefully before completing this form.

Complete the online application form here

Within the online application you will be required to upload electronic copies of various documents. ALL documents should be combined into a **single PDF document.** Only ONE uploaded file is permitted.

If you have any questions regarding the completion of the electronic form, please contact: ocreac@ocdsb.ca

PART A: APPLICANT INFORMATION

Primary Investigator	Co-Investigator(s)	Researchers/Assistants entering schools *if at any time this information changes you are required to notify the Chair
Name:	Name:	Name(s):
Address:	Position held:	Position(s) held:
Position held:	Institution:	Institution(s):
Institution:	Department:	Department(s):
e-mail:	e-mail:	e-mail(s):
Telephone:	Telephone:	Telephone:
Are you an OCDSB or OCSB employee? ☐ No ☐ Yes *OCDSB employees should refer to Policy P.024.HR regarding Employee Conflict of Interest and OCSB employees should refer to Conflict of Interest Policy.		

PART B: PROJECT DESCRIPTION

1. **Title of proposed research/evaluation:**

2. **Nature of research/evaluation** (check where appropriate):

   ☐ Undergraduate thesis   ☐ Master thesis   ☐ Doctoral thesis
   ☐ Faculty research   ☐ Ministry   ☐ Program evaluation
   ☐ Other (specify):

3. **Date of your institution's REB approval** (if applicable):   ***include a copy** of the approval with this application

4. **If this is a funded project, who is it funded by?**

5. **Has this project been submitted to OCREAC previously?** ☐ No ☐ Yes: If *yes,* indicate the month/year:

PART C: BOARD(S) REQUIREMENTS

1. **School board(s) in which you would like this project to take place?**
   - ☐ Ottawa-Carleton District School Board
   - ☐ Ottawa Catholic School Board
   - ☐ Both

2. **Please specify the number of each of the following required:**

   schools

   students
   teachers/staff
   parents/guardians
   other (please specify)

   requested grade(s) or age(s)

3. **List the names of preferred schools (if any) to be involved in this study.** *(N.B. OCREAC approval does not obligate any board, department, or school to participate in a study. The decision to participate in a research project is always the prerogative of the school board and participating school principal and/or teacher.)*

4. **Please provide the reason(s) for your choice of preferred schools** (e.g., random sample, specific population of interest, currently participating in program, etc.)

5. **Other than the requirement to have staff present during data collection, please describe any further request for staff involvement in your research project:**

6. **Please describe any school resources that you feel are required for your research project:**

7. **Length of time of school involvement** (specify which months, the number of times you wish to be in the school, and the length of each session):

Month/Year	**# of DAYS**	**Length of each session**
October		
November		
December		
January		
February		
March		
April		
May		

8. **Preferred week/month to start** (*Note: access to schools will be denied during September and June*):

9. **Approximate finish date in school:**

PART D: PROJECT SUMMARY

1. **Overview of the study:** Provide a brief description (**250 to 300 words**) of the study that can be shared with schools/principals. Please use clear and simple language and avoid jargon and acronyms. Please utilize the following format for your abstract and ensure all components are completed:
   a. Purpose or Aim(s) of Research
   b. Research Question(s)
   c. Methodology
      i. List of all participant groups, number of participants and description of sample(s)
      ii. Inclusion and exclusion criteria for participation
      iii. Method(s) and location of data collection
      iv. Description of what is required of participants (task and time required)
   d. Implications

   Project Overview or Abstract:

2. **Detailed Description of Study**

   1. **Purpose** or aim(s) of research/evaluation.
   2. Highlight the most **relevant literature** and theoretical framework (include references).
   3. **Research/Evaluation question(s)** and hypotheses.
   4. Methodology
      a. Describe the **sample**(s) (e.g., who will be the participants, number of participants).
      b. Describe and justify any **inclusion and exclusion criteria** for sample selection.
      c. Describe **recruitment** procedures (how the sample will be selected).
      d. Describe in detail the proposed **methodology** (design and procedures).
      e. Provide a description and rationale for all proposed **data collection tools**. Attach final versions of all tests, surveys, interview/focus group questions, observation/field note templates and any other measures being used.
      f. Briefly describe the proposed methods of data **analysis**.
   5. Discuss the potential **implications** of the findings.
   6. Describe potential **risks** and mitigating procedures.

   Importance of the Study
   1. Describe the **educational relevance** of the study.
   2. Describe any **benefits** for participants, schools, or school boards.
   3. Explain why it is **necessary** to conduct this study in the school system as opposed to using other sampling approaches.

   Consent, Confidentiality, Privacy, and Data Storage
   1. Describe the process for obtaining **informed participant consent** (provide copies of all information and consent letters in your application).
   2. Describe how you will **debrief** the participants, if applicable (provide copies of debriefing forms/transcripts in your application).
   3. Describe the specific safeguards that will be taken to ensure **privacy** and **confidentiality** of participant information.
   4. Describe procedures and timeframes for **secure use, retention, disclosure, and disposal of data** (please note this information must be contained in the information and consent letters and must reference current legislation).

   Please combine all of the information above into ONE document or summary.

   Detailed Project Description:

3. **Submission of project updates:** As a condition of OCREAC approval, it is required that researchers provide updates on the progress and completion of their accepted research projects. A status update must be submitted to OCREAC by **June 30th** of the academic year of approval via the **Status Report Form**. This deadline is for ALL projects accepted at any point within that academic year.
    ● Incomplete or ongoing projects will complete the *Annual Status Report* portion of this form*.*
    ● Completed projects will complete the *Study Completion Report* portion of this form, and be asked to submit a copy of the final report to OCREAC.

    The **Status Report Form** and any final reports should be submitted electronically to the Chair of OCREAC *(*note: the Final report may be circulated within the boards to interested staff and/or posted on internal webpage(s))*

    Please provide an estimated date that OCREAC will receive your <u>final</u> report: **Month:**   **Year:**

PART E: RESEARCHER'S AGREEMENT

I hereby make application to conduct the research/evaluation project or survey described in the attached materials. I have read and understood the Guidelines for Non-Board-Initiated Research Projects and I agree that:

● Information collected as part of this study will not be used for any purpose other than that described in the application without written authorization from OCREAC.

● No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.

● No OCDSB or OCSB schools, teachers, students or parents will be identified in any report emanating from this research without permission.

_____   _____
            Date   **Research Applicant's Signature**

If the research applicant is a student, this form must be countersigned by the student's staff advisor to indicate that the advisor has approved the proposal and deemed it to be a valid and worthwhile research project.

_____   _____
            Date   **Faculty Signature**

The personal information on this form is collected under the authority of the Education Act and will be used for the purpose of evaluating the research applicant's qualifications. If you wish to review this information, please contact the Chair of OCREAC.