PROCEDURE PR-009

INTERNAL RESEARCH	
Superintendent Responsible: Superintendent of Curriculum and Student Achievement	**Initial Effective Date:** 2025/02/03
Last Updated: 2025/02/03	**Next Review Date:** 2029/02/03

Purpose:
To outline the parameters and process by which Grand Erie District School Board (Grand Erie) employee(s) may conduct internal research.

Guiding Principles:
Grand Erie supports internal research activities in its schools and departments on various topics that bring value and support our priority to every students' education. Internal research requests include staff proposing to conduct research in their own classroom or school, or an employee proposing to conduct research in their own area of responsibility. Grand Erie will support internal research that:

- Will not significantly disrupt or hinder student learning and access to educational programs.
- Is methodologically sound and contributes new knowledge that can advance educational or wellbeing outcomes of our students and community.
- Is ethically rigorous and adheres to principles for the ethical conduct of research involving humans outlined in the Tri-Council Policy Statement 2.0 (TCPS).
- Will protect the privacy and data of students and staff, adhering to Ontario's Anti-Racism Data Standards and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

1.0 Internal Research Process

1.1 Applicants will:

1.1.1 Obtain approval from their school administrator (or immediate supervisor, where applicable) for their research project

1.1.2 Complete a Research Advisory Form (available upon request to researchassessment@granderie.ca) and submit to the System Research Leader, including copies of all supporting documentation (i.e., consent letters to parent(s)/caregiver(s), survey/interview questions, recruitment materials, etc.)

1.1.3 If the research project is approved:

1.1.3.1 Guarantee anonymity of individual students, staff, and schools unless express written permission is obtained.

1.1.3.2 If students are to be involved in the research, obtain informed written consent from parent(s)/caregiver(s) of students under 18 and of students 18 years and older. Consent forms and a 1-page information letter about the study must be distributed via classroom teachers. The information letter must include:

- Purpose of study
- How data will be collected
- Possible risks of participation

- Sample questions so parent(s)/caregiver(s) understand the nature of the project
- Voluntary nature of participation and exit plan for participants
- How confidentiality/anonymity will be ensured
- How data will be stored and used
- How parent(s)/caregiver(s) will be informed of results
- Intent to publish
- Contact information in case parent(s)/caregiver(s) have questions

1.1.4 Act in accordance with Grand Erie Policies, Ontario Student Records (SO-038) and Privacy and Records Information Management (IT-02), MFIPPA, and the Education Act; data/collected information will be kept on secure servers and password protected devices; data will be securely disposed of as per the Grand Erie Records Retention Schedule.

1.1.5 Provide a final report for the Grand Erie's research library.

1.2 School Administrators or immediate supervisors will:

1.2.1 Support their employee with completing the Research Advisory Form and supervise the conduct of the research project, if approved.

1.3 System Research Leader will:

1.3.1 Review of the research proposal and submit their recommendation to the relevant superintendent for final approval.

1.3.2 Inform the applicant of the results of the review.

2.0 Additional Considerations for Internal Research

2.1 Approval does not guarantee the participation of schools in the research study. School administrators will determine the viability of participation in a school community. This may include connecting with staff and the School Council. Participation by school personnel is strictly voluntary.

2.2 No research is permitted in schools during times of increased activity: January for secondary schools, May for elementary schools, as well as June and September for all schools.

2.3 Research that is exempt from this procedure includes research that falls within the job description of the employee, is not for publication, does not involve vulnerable populations, and presents minimal risk.

References:

- *Education Act (169.1(1))*
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Ontario Student Record (SO-038)
- Privacy and Records Information Management (IT-02)
- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)

Research Advisory Form for Internal Research Supervised by Principals

General Information

Name of Researcher(s)	
Name of Supervising Principal	
Position or Title	
School/Location	
Phone	
Email	

Project Information

Project Title	
Anticipated Start Date	
Anticipated End Date	
Please answer the following questions:	
1. State purpose of the research, research question(s), and hypotheses.	
2. Describe the relevance of your research to education and the potential benefits to the Grand Erie District School Board (Grand Erie).	
3. Methods: describe sequentially how research will be carried out, including the consent process.	
4. Who is your target population of interest? How many participants do you require and why? How do you plan to recruit them?	

5. What Grand Erie resources will you require?	
☐ None at the time ☐ Advice on data analysis ☐ Consultation re: procedure/instruments	☐ Preparing report ☐ Help to find funding support for project ☐ Finding ways to disseminate findings
Supervisor endorsement by:	
In my opinion, the project is consistent with the principles underlying the criteria outlined in PR-009. I am willing to support and monitor this research project. Name:_____ Signature:_____ Date:	

Notes:

- Assistance to Principals in reviewing the technical or methodological aspects of the study is available through the System Research Leader.
- A brief summary of the study should be provided by the researcher, upon completion of the study, to the Principal, System Research Leader, and Superintendent.

Applications to be submitted electronically to **researchassessment@granderie.ca**