

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Application to conduct research at KPRDSB  
Conduct a Research Study

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone (H): \_\_\_\_\_

\_\_\_\_\_  
(B): \_\_\_\_\_

Position: \_\_\_\_\_

- Please ✓ Check One:     Undergraduate Thesis       Principal's Course  
                                   Master's Thesis                       KPRDSB Sponsored Project  
                                   Doctoral Thesis                       Externally Sponsored Project  
                                   Other: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

**Abstract:**      Use the space below to provide an overview of the proposed research. Describe its purpose, the research question(s), and the theoretical foundation for the study. Specify the proposed methodology, sources of data to be gathered and method of data analysis.  
**Maximum 250 words**

**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

1. Objectives of Research: \_\_\_\_\_  
\_\_\_\_\_

2. Practical Benefits and Contribution to:

a) the Kawartha Pine Ridge District School Board (i.e. research participants, schools, the Board):  
\_\_\_\_\_  
\_\_\_\_\_

b) Academic Knowledge: \_\_\_\_\_  
\_\_\_\_\_

3. Data Collection:

a) Please describe your plans for participant recruitment.  
\_\_\_\_\_  
\_\_\_\_\_

KPRDSB Staff (number, role, plans for communication with your participants, amount of time they must commit to the project etc.):  
\_\_\_\_\_  
\_\_\_\_\_

KPRDSB Students (number, grade level, plans for communication with your participants, amount of time they must commit to the project etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Others: \_\_\_\_\_  
\_\_\_\_\_

b) Number of other Boards involved: \_\_\_\_\_  
\_\_\_\_\_

d) Facilities / equipment required: \_\_\_\_\_  
\_\_\_\_\_

e) Other special arrangements, facilities or circumstances:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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4. Methods of Investigation/Study

- a) Instruments:  
Please attach a copy of all tests, questionnaires and measures to be used and provide a brief description below.

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- b) Planned method / process of administering instruments (include time required, distribution methods etc.)

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- c) Plans for obtaining active, informed consent from participants. Please attach copies of information letters and consent documents. Use the KPRDSB checklist for informed consent documents appended to this application as a reference when preparing consent forms.

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- d) Information required from school records:

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- e) Provisions for preparing participants (if necessary):

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- f) Type of statistical analysis:

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5. Timeline

- a) Begin Data Collection: \_\_\_\_\_

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- b) End Data Collection: \_\_\_\_\_

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- c) Expected Date of Report to Research Advisory Committee:

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6. Provision for Feedback

a) Please describe your plans to provide feedback (e.g. to participants; to participating schools; to parents; to Research Advisory Committee; to KPRDSB employees; to any other groups): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Please describe any publication plans (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7.  A current criminal record check is enclosed for any non-KPRDSB employee who will be working directly with students.

I have received and read the Kawartha Pine Ridge District School Board’s Research Procedure Regulations and Guidelines and agree to follow the stated requirements if my application is accepted.

Further, I have given consideration to ethical, legal and moral questions arising from the proposal.

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person  
*(e.g., sponsoring professor, director of organization if appropriate)*

\_\_\_\_\_  
Contact Person’s Signature

**Return to:** Chairperson  
Research Advisory committee  
Kawartha Pine Ridge District School Board  
1994 Fisher Drive, P.O. Box 719  
Peterborough, ON K9J 7A1

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### KPRDSB checklist for informed consent documents

#### General points

- Letters/forms are presented on institutional letterhead (or indicate they will be)
- The language level is appropriate to the age and reading level of the subject population
- A copy of the consent form will be available to the participant upon request
- Contact information for the researcher(s) is included

#### Introductory information should include:

- The purpose of the research (this should be consistent with that described in the application)
- The identify of the researcher(s) and their affiliation
- The sponsor of the research (if applicable)

#### Conditions for participating

- That the conditions for participating are clear (i.e. voluntary / involuntary; before school / during school / after school)
- Options for withdrawal from the study, and any subsequent consequences

#### Risks / Benefits

- Any foreseeable risks, harms or inconveniences
- Potential benefits

#### Compensation

- Information about any payment or compensation for participation

#### Access to information, confidentiality and publication of results

- Information regarding who will have access to the data
- Information regarding retention and disposal of the data
- The degree of confidentiality / anonymity proposed and how it will be maintained
- Limits on confidentiality (e.g. disclaimer for participants in focus groups)
- A statement indicating the researcher's intent to publish or make public presentations based on the research and whether or not the participant's identity will remain confidential (e.g. will pseudonyms be used?)
- Offer a summary of the research results (and a mechanism to provide the summary)