



WINNIPEG SCHOOL DIVISION  
INVESTING IN THE FUTURE

September 2008

Deans of Faculties,  
Deans of Graduate Studies  
Universities of Winnipeg and Manitoba

Directors,  
Research Departments and Institutions

Researchers

Many studies conducted by thesis-level students and professional researchers require the participation of students in Winnipeg School Division schools and programs. The Division wishes to encourage this participation, and has established a Research Advisory Committee to the Chief Superintendent to screen studies requesting the participation of students within its jurisdiction and to expedite the completion of approved projects.

Attached is a copy of the terms of reference, research guidelines and application form designed to assist researchers in meeting the research request requirements of the Winnipeg School Division. You will note that all projects emanating from individuals and agencies external to the Winnipeg School Division must be approved by the Division.

The Research Advisory Committee is made up of staff of the Winnipeg School Division and representatives from the Universities of Manitoba and Winnipeg. The Committee will screen applications on the basis of ethics, research methodology, disruptions to the schools, and benefit to the Division, education and/or society.

There are several aspects of the Guidelines and submission procedure I would like to emphasize in order to minimize disappointment by researchers:

1. The Research Advisory Committee **WILL NOT CONSIDER** incomplete application forms. Nor will the Committee accept detailed research proposals attached to the application form. It is the responsibility of the researcher to ensure that the essential information necessary for the Committee to make an informed decision is provided on the application form. The Research Guidelines outline what attachments are required by the Committee.

2. (Guideline #4). The Committee will meet as follows: September 24, 2008, October 29, 2008, November 26, 2008, December 17, 2008, January 28, 2009, February 25, 2009, March 25, 2009, April 29, 2009 and May 27, 2009. A meeting will only be held if sufficient applications are received.
3. (Guideline #5). The Committee does not, in principle, allow research in the schools in May, June and September; as you can appreciate, students and staff are extremely busy with the beginning and end-of-term school processes. The exception to this principle is research which, by its nature, must be done in May, June or September (e.g., research into allergies).
4. (Guidelines #10 and #11). The final decision regarding all research requests will be made by the Chief Superintendent based on the recommendations of the Research Advisory Committee.
5. (Guideline #13). Approval by the Division **DOES NOT** obligate a school, its staff or students to participate in the study.

Perhaps you could notify members of your administrative and teaching staffs of our procedures.

Please contact me (204) 789-0497 if you have any questions regarding research in the Division.

Douglas R. Edmond  
Director of Research, Planning and Systems Management  
and Chair, Research Advisory Committee

attachment

## **WINNIPEG SCHOOL DIVISION RESEARCH ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

1. To act as an Advisory Committee to the Chief Superintendent with regard to the approval of all external research project requests involving research with children.
2. Screen all requests described in number 1 on the basis of ethics, research methodology, disruptions to the schools and benefit to the Division, education and/or society.
3. Recommend approval to the Chief Superintendent through the Chair of the Research Advisory Committee.

### **GUIDELINES FOR EXTERNAL RESEARCH PROJECTS**

These guidelines apply to any study requesting the participation of Winnipeg School Division students.

1. All projects emanating from agencies external to the Division, including Division teachers and the Department of Education must be approved by the Division.
2. The Research Advisory Committee will screen all applications on the basis of ethics, research methodology, disruptions to the school, benefits to the Division, education and/or society. The Committee will then recommend certain projects for approval to the Chief Superintendent.
3. The Committee is made up of staff of the Division and representatives from the Universities of Manitoba and Winnipeg.
4. The Committee will meet as follows: September 26, 2007, October 31, 2007, November 28, 2007, December 19, 2007, January 23, 2008, February 27, 2008, March 19, 2008, April 30, 2008 and May 28, 2008.

A meeting will only be held if sufficient applications are received. The Committee will only consider a proposal at other times during the school year under **VERY** exceptional circumstances. In addition, proposals should be submitted sufficiently in advance to allow committee members time to study the proposal.

5. In general, researchers will not be allowed access to students in May, June and September because of the large number of activities in schools at this time of year. An exception will be allowed for proposals which:
  - a) demonstrate the necessity of access to schools in May, June and September;
  - b) allow for sufficient time for the schools to accommodate the research request.
6. All research proposals should include:

- a) Completed Winnipeg School Division Research Application form, which, in the case of a student, must be countersigned by the student's thesis advisor;
  - b) A copy of approval letter from the appropriate faculty and/or ethical review committees;
  - c) All stimulus materials to which students or staff may be exposed;
  - d) All information and/or parental permission letters to be distributed to students, parents or staff.
7. In the case of certain tests, applicants will have to demonstrate that the test will be administered by qualified personnel.
  8.
    - a) Parental permission is required for students to participate in studies which seek information beyond the normal school curriculum.
    - b) All students/participants must be informed that they may withdraw from the researcher's study at any time.
  9. If necessary, the Research Advisory Committee may require a researcher to provide additional information particularly for studies or parts of studies which seek information concerning confidential aspects of students' or their parents' lives.
  10. The Research Advisory Committee recommends approval of the project to the Chief Superintendent.
  11. The Chief Superintendent or designate informs the applicant of the Division's decision.
  12. Researchers of approved projects are required to follow the directions of the Chair - Research Advisory Committee regarding all procedures related to the collection of data.
  13. Approval by the Division does not obligate any school, its staff or students to participate in a study.
  14.
    - a) The researcher is required to submit a final report of the research to the Division. All such reports shall respect the anonymity of all participants.
    - b) The researcher is not required to give a report to students, their parents/guardians or teachers; if he/she does so, however, any such report should contain aggregate data only. In no circumstances shall a researcher reveal individual scores to students or parents without Division approval.
    - c) The researcher may be requested to do a presentation of the results of the study at a division-wide inservice at any time following the completion of the study.

All applications should be directed to:

D. R. Edmond  
Director of Research, Planning and Systems Management  
Winnipeg School Division  
1180 Notre Dame Avenue  
Winnipeg, Manitoba  
R3E 0P2

### **FOOTNOTE**

In certain cases, mainly restricted to Universities and Colleges, students are required to carry out a small study in order to gain research experience as part of a course. Where appropriate, e.g., where the number of students is not large, the time required is very little, and the stimulus materials are innocuous, formal approval by the Research Advisory Committee may be waived at the discretion of the Superintendent's Department and with the permission of the principal and teacher(s) involved.



**THE WINNIPEG SCHOOL DIVISION  
RESEARCH APPLICATION FORM**

The Research Advisory Committee **WILL NOT CONSIDER** incomplete application forms. Nor will the Committee accept detailed research proposals attached to the application form. It is the responsibility of the researcher to ensure that the essential information necessary for the Committee to make an informed decision is provided in this application form. The Research Guidelines outline what attachments are required by the Committee.

1. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_  
Position title \_\_\_\_\_  
Institution \_\_\_\_\_

2. Title of Proposed Research: \_\_\_\_\_

3. Complete if Applicable only:

Name of Sponsor/  
Thesis Advisor: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Position Held: \_\_\_\_\_

|  |  |
|--|--|
| 4. Type of Research:                                 | Proposed Research Sample:                |
| <input type="checkbox"/> Faculty Research            | <input type="checkbox"/> Pre-School      |
| <input type="checkbox"/> Ph.D. Dissertation          | <input type="checkbox"/> Elementary      |
| <input type="checkbox"/> Master's Thesis             | <input type="checkbox"/> Jr. High School |
| <input type="checkbox"/> Undergraduate Research year | <input type="checkbox"/> Sr. High School |
| <input type="checkbox"/> Other, explain              | <input type="checkbox"/> Other, explain  |

\_\_\_\_\_

5. Persons Conducting the Research:  
(List **all** persons who will be involved in the data collection)

| NAME  | INSTITUTION | PHONE |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

6. Purpose and/or Rationale of Research:

7. Research Design and Data Collection (briefly outline hypothesis, research design and procedures, and sampling techniques). Attach all research instruments.

8. Subjects (indicate number and demographic characteristics of students, and other staff to be involved; approximate participation dates, and time commitments.) All permission letters must be attached.

A. Students needed \_\_\_\_\_ Other Information:  
Total number \_\_\_\_\_  
Ages \_\_\_\_\_  
Gender \_\_\_\_\_

B. Will data include any information regarding subject's:

Sexual behaviour \_\_\_\_\_ Drug Use \_\_\_\_\_ Religion \_\_\_\_\_  
Alcohol Use \_\_\_\_\_ Family Income \_\_\_\_\_ Ethnicity \_\_\_\_\_  
Sex \_\_\_\_\_

If any of the above are checked, please explain:

C. Number of sessions per student: \_\_\_\_\_  
Approximate length of each session \_\_\_\_\_  
Maximum length of each session \_\_\_\_\_  
Testing procedure \_\_\_\_\_ individual \_\_\_\_\_ group \_\_\_\_\_ other  
If group, give size of group(s) \_\_\_\_\_

9. Facilities and Equipment:  
(Indicate facilities and/or equipment which are required to conduct your study.)

10. Ethical Approval (Attach a copy of the appropriate ethical review committees.)

### **AGREEMENT**

I have read the Guidelines for External Research Projects using Winnipeg School Division Schools and agree to the conditions under which research requests are granted by The Winnipeg School Division.

|      |                                   |
|------|-----------------------------------|
| Date | Research Investigator's Signature |
|------|-----------------------------------|

|      |                    |
|------|--------------------|
| Date | *Faculty Signature |
|------|--------------------|

\*(If the Research Investigator is a student, this form must be countersigned by the student's thesis advisor at the college or university to indicate that the advisor has read the proposal and deemed it to be a valid and worthwhile research project.)

Submit applications to:

D. R. Edmond  
Director of Research, Planning and Systems Management  
The Winnipeg School Division  
1180 Notre Dame Avenue  
Winnipeg, Manitoba  
R3E 0P2

## CHECKLIST FOR PROPOSAL SUBMISSION

ENCLOSED      TO  
                         FOLLOW

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Winnipeg School Division Research Application Form            |
| _____ | _____ | 2. All questionnaires and testing instruments                    |
| _____ | _____ | 3. Permission Letters (parents, students, staff), where required |
| _____ | _____ | 4. Ethical Review Approval Letter (where appropriate)            |