



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Application to Conduct a Research Study

Date:

Institute or Agency:

Address:

Name of Researcher:

Position of Researcher:

Telephone Number:

Email Address:

Please check one:

Undergraduate Thesis

Master's Thesis

Doctoral Thesis

Principal's Course

Graduate School Course

Externally-sponsored project

Additional Qualifications Project

Other:

Abstract

Please provide an overview of the proposed research. Describe its purpose, the research question being addressed, the theoretical foundation for the question, and the possible outcomes of the research. Specify clearly how the proposed methodology, the sources of data, and the method of their analysis will answer the research question.

Abstract

Title of Research Proposal:

Objectives of the Research:

Practical Benefits of the Research and/or contribution to:

The Durham Catholic District School Board

Educational Knowledge

Data Collection

Participants (number, grade, level, gender, etc.)

Teachers:

Others:

Facilities Required

Equipment Required

Assistance Required

Other Resources Required

Other School Boards Involved

Instruments: list all tests, questionnaires, and measures to be used and attach copies

Particular Schools Preferred (if applicable)

Other Special Arrangements, Facilities or Circumstances

Methods of Investigation/Study

Method/Process

Information Required From School Records

Obtaining Informed Consent (describe and attach copy of letter(s))

Provisions for Preparing Participants

Type of Statistical Analysis

Timeline

Begin Data Collection

End Data Collection

Expected Date of Report to Research Advisory Committee

Provision for Feedback

To Participants and/or Participating Schools

To parents, if applicable

To Education Officials and/or School System

Publication Plans

I have received and read the Durham Catholic District School Board's [Educational Research in Schools Administrative Procedure \(AP802-1\)](#) and agree to follow the stated requirements if my application is accepted.

Date:

Signature of Researcher:

This is to certify that the above described research proposal has been vetted for its ethical and academic soundness, including the following questions:

1. Is the overall design of the study well thought through?
2. Are the qualitative or quantitative approaches being used appropriate in the study?
3. Does it follow acceptable research procedures and methods of statistical analysis?
4. Are the theory and research questions clear and presented in plain language?
Are the questions likely to be answered by the methodological design?
5. Are the instruments being used adequate and appropriate? Are instructions to participants clear?
6. Does the proposal provide enough information for the Committee to identify the main ideas to be included in the survey, interview, observation, etc.? This point is of particular importance in qualitative research. There should be enough information to provide the Committee with a reasonable description of the researcher's intent and procedures. The underlying theory should be clear and, at the least, headings provided for questions which are going to be asked.
 - Are key questions specified?
 - Are the key questions anchored in theory?
 - Are they well phrased?
 - Are they related to the purpose?
 - Are copies of all materials to be used in the study included with the application?
7. Are there clear procedures for sample selection?

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

Contact Person:

Contact Person's Signature:

Name of Organization:

Return to: Chairperson, Research Advisory Committee
c/o Student Services Department
Durham Catholic District School Board