



## Administrative Procedures

<b>AP-401</b>  RESEARCH	<b>Date of implementation:</b> September 2021 <b>Date of update:</b> June 4, 2025 <b>Date of review:</b> June 4, 2025
	<b>Related Administrative Procedures:</b> <a href="#">AP-412 Access to Schools</a> <a href="#">AP-519 Privacy</a>

**Purpose:** The Division recognizes the role of valid research and other projects in the development of educational theories and practices and acknowledges the need of researchers to work with school divisions and within schools. This procedure is intended to guide and organize the practice of research within the Division.

Research is the systematic examination of phenomena through collection, analysis and reporting of qualitative and/or quantitative data. Research has a variety of purposes including, academic, program evaluation (internal or external), and professional growth.

For the purpose of this procedure, “research” does not include day-to-day aspects of formative assessment or data collection for the purpose of Professional Learning Communities and/or improved teaching and learning within a school setting. Nor does it include informal processes used to monitor programs or initiatives set out by the Division.

**Procedures:**

- 1) All proposals to undertake research within the Division shall be submitted to the Learning Superintendent/Director Designate responsible for research using the appropriate internal or external format at least four (4) weeks prior to the proposed start date.
- 2) Before research projects initiated by external organizations or partners are considered for approval, they must be sponsored and supervised by:
  - a) A recognized post-secondary institution;
  - b) A recognized research institute; or
  - c) Co-sponsored by the Division and/or partner organizations.
- 3) Before research projects initiated by internal division personnel or departments are considered for approval, they must be:
  - a) Supported by the Learning Superintendent responsible for the school, department or personnel conducting the research.
  - b) Supported by the Learning Superintendent responsible for the area or topic being researched (area of responsibility).

- c) Supported outside of assigned time unless otherwise agreed to.
- d) In compliance with the Division's Internal Research Ethics as per the applications.
- 4) All external and internal researchers will complete an application to conduct research within the Division.
- 5) The Learning Superintendent or Designate responsible for research shall establish a committee to review research proposals that will be comprised of:
  - a) Learning Superintendent or Designate responsible for research (chair)
  - b) One Coordinator
  - c) One in-school administrator (optional)
- 6) All external and internal research project applications and/or proposals will be reviewed according to the following criteria.
  - a) All research applications must adhere to the policies of the [Tri-Council Policy Statement Regarding Research Involving Humans](#) and/or will provide a letter of Ethics Approval from the institution sponsoring the research project.
  - b) The research will have recognizable value to the Division and/or education in general.
  - c) Participation in the research will be voluntary with the opportunity for participants to withdrawal at any time.
  - d) The content of any part of the research project must not be considered objectional, contentious, or related to the topics that have a personal rather than an academic purpose.
  - e) The involvement of students or staff shall not require an unreasonable amount of time or be disruptive to the learning environment or process.
  - f) The number and nature of all other research studies planned or underway in the Division at the time of the request may determine the capacity of the Division to carry out research
  - g) The project will follow all legislation and administrative procedures related to privacy and access to schools.
  - h) Research results and findings will be shared with the Division and/or participants.
- 7) Research projects seeking distribution to either Prairie Spirit staff and/or families will be subject to review/approval by the Director Designate and committee according to the criteria listed above.
- 8) Research projects may be terminated at any time if the guidelines established for the study have been violated.
- 9) Upon completion of the study, the researcher shall submit a report describing the project and the findings to the Learning Superintendent or Designate responsible for research.