



## Administrative Procedure 1015

# ***Conducting Research in the Brandon School Division***

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

[Research Application Form](#)

[Research Application Review Form](#)

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**Legal/Regulatory Reference:**

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**Date Adopted:** March 2008

**Amended:** May 2019

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Brandon School Division fully supports and encourages research to be conducted. The Division recognizes the benefit and essential nature of research data in furthering the development of appropriate educational programming. Such research data can serve to inform and direct best practices to increase student achievement, and to enhance professional growth of staff. The research proposal must be fully outlined in the required [Research Application Form](#). The following procedures and protocols have been developed to ensure the ethical collection and use of research data.

Research may be internal (school-initiated; student-initiated; or Divisional) or external (from an outside institution, or collaborative between the Division and an external institution). Participation of any respondent, in any research, is strictly voluntary.

### **General Requirements**

Both internal and external research must be conducted in accordance with the following requirements:

- Parent/guardian informed consent is required for students under the age of majority to participate in studies that seek information. All participants must be informed that they may withdraw from the study at any time.
- 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.
- The Superintendent/CEO or designate informs the applicant of the Division's decision.

- After receiving approval, researchers of approved projects are required to follow the directions of the Research Advisory Committee regarding all procedures related to the collection of data.
- Approval by the Division does not obligate any school, staff or students to participate in a study.
- The Researcher is required to submit a final report of the research to the Brandon School Division.

## **Approval Process**

### **Research – Staff as Respondents (Superintendent/CEO approval)**

1. The Research Advisory Committee reviews the application to determine whether or not the research project meets the criteria and general requirements for research in the Division. The Committee may request further information from the researcher if necessary;
2. Upon completion of the review and analysis of the application the Committee will:
  - recommend denial of the application; or
  - recommend approval of the application.
3. The Committee submits a recommendation to the Superintendent/CEO or designate for review and decision. The Superintendent/CEO or designate will request further information, if required;
4. The Superintendent/CEO or designate will advise the researcher of the decision.

### **Research – Students as Respondents (Board of Trustees approval)**

1. The Research Advisory Committee reviews the application to determine whether or not the research project meets the criteria and general requirements for research in the Division. The Committee may request further information from the researcher if necessary;
2. Upon completion of the review and analysis of the application the Committee will:
  - recommend denial of the application; or
  - recommend approval of the application;
3. The Committee submits a recommendation to the Superintendent/CEO or designate for review. The Superintendent/CEO or designate submits a recommendation to the Education and Community Relations Committee for

review and consideration. The Education and Community Relations Committee will:

- request further information, if required;
  - provide a recommendation to the Board;
4. The Board shall consider the recommendation and advise the Superintendent/CEO or designate of the decision;
  5. The Superintendent/CEO or designate will advise the researcher of the decision.