SCDSB RESEARCH APPLICATION REVIEW CHECKLIST

A. Benefits of Study to the SCDSB
The research study:
☐ Has a high degree of educational relevance and is consistent with the **SCDSB's Strategic Priorities 2017-2022**
☐ Is a valuable experience for participants considering the time lost from other school related activities
☐ Informs the SCDSB's decision making process

B. Moral and Ethical Issues
The Researcher:
☐ Has ensured the equity of all groups (Materials used do not reinforce racist, sexist, religious or other stereotypes)
☐ Intends to explain to participants all features that might be expected to influence their willingness to participate

C. Protection of Individuals
The Researcher:

☐ Has safeguards in place to ensure the anonymity and confidentiality of individuals and/or schools
☐ Intends to obtain parental consent and/or student permission (e.g. students 16 years of age and above do not require consent from a parent/guardian). Before a student turns 16 years of age, they do require parental/guardian consent. The application describes the method to obtain informed consent
☐ Will not substantively disturb the work of schools; the amount of time involved is minimal
☐ Has ensured the stress placed on participants is minimal

D. Feedback
The Researcher:
☐ Intends to submit a copy of their written report to the SCDSB External Research Review Committee within 12 months of its completion
☐ Intends to provide feedback to participating schools in the form of workshops, written material or other means
☐ Intends to cooperate with schools who wish to give feedback to parents (i.e., through school newsletters)

E. Technical Concerns
The Researcher:
☐ Has ensured the research methods used enable valid conclusions to be drawn and use appropriate data analysis procedures
☐ Has clearly stated any cost to the SCDSB or the school(s) involved. These costs will be appropriately accounted for and/or arranged
☐ Taken into account the appropriateness of the time of year for data collection
☐ Taken into account the presence of any similar or related SCDSB studies or programs
☐ Has ensured the anonymity of students, teachers, administrators and schools is preserved if planning to publish their research