



DISTRICT PRACTICE 2350
FORM – APPLICATION FOR
PERMISSION TO CONDUCT RESEARCH

APPLICANT NAME: _____	DATE: _____	
ADDRESS: _____	CITY: _____	
POSTAL CODE: _____	PHONE: _____	FAX: _____
EMAIL: _____		
PRESENT POSITION: _____		
TITLE OF STUDY: _____		

SELECT ONE CATEGORY FOR REVIEW

<input type="checkbox"/>	Request to post information in schools to recruit participants out of school hours and off school property.
	Poster description (attach sample): _____
	Schools requested: _____
	Requested dates for commencing: _____ Completing: _____

<input type="checkbox"/>	Expedited review of minor research projects (e.g. requirements for a course based master's degree).
	Research question: _____

	Number of participants: _____
	Participants are from my own class: _____ Other class(es): _____
	Requested dates for commencing: _____ Completing: _____

Full review of thesis research or major project.

Research question: _____

Proposed Research methodology:

Number of students: _____ Teachers: _____ Administrators: _____

Others (specify): _____

Characteristics of participants (e.g. grade levels): _____

Specific schools: _____

Specific student characteristics: _____

Selection strategy: _____

Nature of participant involvement: (e.g. questionnaire, interview, etc.) _____

Time required from participants: _____

Brief description of how research will be conducted: _____

Requested dates for commencing: _____ Completing: _____

NOTES:

Please attach the following:

- A complete research proposal if one exists or information that will assist in the evaluation of your application.
- Copies of all tests or questionnaires which will be used.
- For university students or faculty: approval from Ethics committee at your institution.
- A copy of consent form for participants or parents if students are involved.

Terms of Agreement for conducting research in Rocky Mountain School District No. 6

- Receipt of written approval from the Office of the Superintendent
- Adherence to procedures for contacting school personnel outlined in the above letter
- Submission of a final report to the Office of the Superintendent
- Preparation of brief abstract if requested

ESTIMATED DATE OF SUBMISSION OF FINAL REPORT: _____

CRIMINAL RECORD CHECK:

Prior to entering a school to conduct a research study, a person who is not a school district employee must undergo a Criminal Record Check and submit the CRC with the Application for Permission to Conduct Research. Final acceptance for the study is contingent on the results of the CRC.

Office of the Superintendent
PO Box 430
620 4th Street
Invermere, BC V0A 1K0

Signature of Applicant

Signature of Faculty Supervisor if applicant is a student

Date signed

Name of Institution

Date signed