



AP 290 – RESEARCH STUDIES

BACKGROUND

The Board 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 within schools. Research is the systematic examination of particular phenomena through collection, analysis and reporting of qualitative and/or quantitative data. Research also has a variety of purposes including (i) academic (i.e. post-secondary faculty, graduate or undergraduate students, and research associates); (ii) program evaluation (may be internal or external); and (iii) professional growth.

PROCEDURES

1. Research for academic purposes (including post-secondary coursework) and/or research conducted by/for external agencies must be reviewed according to this administrative procedure. External sharing of internal data by employees is not subject to this administrative procedure but should be authorized by the appropriate superintendent in advance.
2. All proposals to undertake research within the school division shall be submitted to the superintendent of education responsible for research on the appropriate form at least six weeks prior to the proposed start date. Timelines shorter than six weeks may be considered if extenuating circumstances exist.
3. Before research projects are considered for approval, they must be sponsored and supervised by (i) a recognized post-secondary educational institution, (ii) a recognized research institute or (iii) co-sponsored by the school division and partner organizations.
4. The following criteria will be used in reviewing research requests:
 - 4.1. all research applications must adhere to the policies of the [Tri-council policy statement](#) regarding research involving humans;
 - 4.2. the study shall have recognizable value to the school division and/or to education in general;
 - 4.3. the involvement of students or teachers shall not require an unreasonable amount of time or be disruptive to the learning environment; and
 - 4.4. the breadth and depth of research studies planned or underway in the school division at the time of the request.
5. Research projects may be terminated at any time if the guidelines established for the study have been violated.
6. Upon completion of the study, the researcher shall submit to the superintendent of education responsible for research a report describing the project and the findings.
7. The superintendent of education responsible for research shall establish a standing committee to review research proposals.
8. The committee will be composed of a minimum of the superintendent of education responsible for research (chair), one coordinator or consultant, two principals;
 - 8.1. The standing committee may also call upon additional members appropriate to the subject and/or methodology of the proposed research.



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9. The committee shall review proposed research and make recommendations to approve, approve with revisions, or deny approval of the proposed research project.
10. The application form for permission to conduct research in Saskatoon Public Schools will be kept on file for 3 years.

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