



**Commission scolaire English-Montréal**  
**English Montreal School Board**

TO: Principals of All Schools  
Deans of Graduate Studies, Colleges and Universities  
Directors, Research Departments and Institutions  
Researchers

Please note that effective September 2007, there is an administration fee for the processing of research proposals as follows:

\$500 for Professional Researchers of which \$100 is non-refundable if the project is not approved.  
\$100 for Ph.D. students non-refundable in its entirety.  
\$50 for Masters students non-refundable in its entirety.  
No charge to EMSB employees.

Please submit a cheque payable to EMSB, c/o Research Committee and forward it with the research application.

Many studies conducted by thesis-level students and professional researchers require the participation of pupils and staff in local schools. The English Montreal School Board encourages this participation, and has established a Research Committee to screen studies to be carried out in schools within its jurisdiction and to expedite the completion of those studies that are accepted.

The attached guidelines have been prepared to assist those seeking EMSB participation in research projects. Your attention is drawn, in particular, to the fact that all research proposals must first be received by the Research Committee. Proposals must be based on a sound research methodology, have demonstrable educational value, and cause minimum disruption to the schools.

The Research Committee is scheduled to meet seven times during the 2016-2017 school year. The meetings will be held, monthly, during the months of September, October, November, December, February, March and April. Proposals must be received two full weeks prior to a meeting to be included on an agenda.

Researchers should note the approval procedure within the Board requires a period of two to three months, and may be routed along one of the following three pathways:

- |    |                       |                                    |                                    |                                |                                |                               |
|----|-----------------------|------------------------------------|------------------------------------|--------------------------------|--------------------------------|-------------------------------|
| A. | Research<br>Committee | Education<br>Policies<br>Committee | Principal<br>Staff<br>Parents      |                                |                                |                               |
| B. | Research<br>Committee | Board<br>Administration            | Education<br>Policies<br>Committee | Principal<br>Staff<br>Parents  |                                |                               |
| C. | Research<br>Committee | Board<br>Administration            | Education<br>Policies<br>Committee | Education<br>and<br>Facilities | Council<br>of<br>Commissioners | Principal<br>Staff<br>Parents |

Researchers should note that (1) no school may be approached before receiving written approval, and (2) final approval for research in any school rests with the principal. If you have any questions, please contact:

Chairman, Research Committee  
 English Montreal School Board  
 6000 Fielding Avenue  
 Montreal, QC  
 H3X 1T4

Telephone: (514) 483-7200, extension 7359  
 Email: [sgasparini@emsb.qc.ca](mailto:sgasparini@emsb.qc.ca)  
 (Secretary to the Research Committee)

Rev. 2016-09



## **APPLICATION TO CONDUCT RESEARCH IN SCHOOLS**

1. Title of Proposed Research:

\_\_\_\_\_

2. Applicant's Name \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Office: \_\_\_\_\_

Institution: \_\_\_\_\_

Position Held: \_\_\_\_\_

3. Research to commence on: \_\_\_\_\_

and to be completed on: \_\_\_\_\_

Date of Completion of Research Report: \_\_\_\_\_

4. Description of the Problem to be investigated:





11. Two copies (one paper copy and one electronic copy) of the following materials should be appended to this proposal:
  - (a) Standardized tests that may be a part of the data collection procedures.
  - (b) Questionnaires to be distributed to research subjects.
  - (c) All information materials to be distributed to students, parents, or staff.
  - (d) Parental permission letters.
  - (e) Ethics committee approval, where applicable.
  
12. Please return your application to:  
Chairman  
Research Committee  
English Montreal School Board  
6000 Fielding Avenue  
Montreal, Quebec H3X 1T4