



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 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 nine times during the 2018-2019 school year. The meetings have been scheduled as follows: September 4, October 2, November 6, December 4, January 8, February 5, March 19, April 23 and May 28. (These dates are subject to change.) 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 Committee ➔ Education Policies Committee ➔ Principal Staff Parents

- B. ➔ Research Committee ➔ Board Administration ➔ Education Policies Committee ➔ Principal Staff Parents

- C. ➔ Research Committee ➔ Board Administration ➔ Education Policies Committee ➔ Education and Facilities ➔ Council of Commissioners ➔ Principal Staff 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
(Secretary to the Research Committee)



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:

(f) Other:

9. Budget Details:

10. _____ Date
Research Investigator's Signature

* Signature of Principal/Staff Council Chairperson _____ Date

* Signature of Regional Director or Director of Services _____ Date

** Faculty Signature _____ Date

* For research proposals originating in an EMSB school or department.

** If the Research Investigator is a student, this form must be countersigned by the student's staff advisor at the college or university to indicate that the advisor has read the proposal and deemed it to be a valid and worthwhile research project.

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