



Commission scolaire English-Montréal

English Montreal School Board

Principals of all Schools
Deans of Graduate Studies, Colleges and Universities
Directors, Research Departments and Institutions
Researchers

An administration fee for the processing of research proposals is 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 at the time of 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 which 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 meets **four** times during the school year, usually on the second Thursday of the months of October, November, February and April. Proposals should be received no later than 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 → Education → Principal
Committee Policies Staff
Committee Committee Parents

B. → Research → Board → Education → Principal
Committee Administration Policies Committee Staff
Parents

C. → Research → Board → Education → Education → Council → Principal
Committee Administration Policies and and of Staff
Committee Facilities Commissioners Parents

Researchers should note that (1) no school may be approached before receiving written approval, and (2) final approval for research in any schools 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



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:

5. Objectives of the Research (including relevance of the study):

6. Research Design (briefly describe how the hypothesis will be tested):

7. Implementation Timetable:

8. Data Collection Procedures

(a) Number and type of school(s) required: _____

(b) Number of students required: _____

Grades: _____

(c) School Staff involvement:

(d) Participation dates:

(e) Time required with students:

(f) Other:

9. Budget Details:

