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 the 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 at the time of the research application.
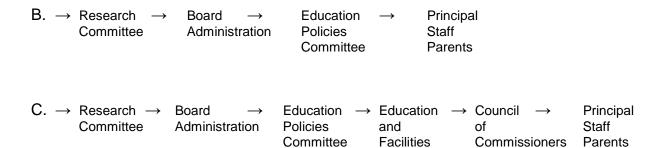
Many studies conducted by thesis-level students and professional researchers require the participation of pupils and staff in local schools. The English Montreal School Board encourages this participation, and has established a Research Committee to screen studies to be carried out in schools within 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 is scheduled to meet **four times** during the 2012-2013 school year. The meetings will be held on the second Thursday of the months of **October**, **November, 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   → Education   → Principal
       Committee   Policies   Staff
                  Committee   Parents

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

C. → Research → Board → Education → Education → Council → Principal
   Committee   Administration   Policies   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

e-mail: cdossantos@emsb.qc.ca

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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. <u>Research Design (briefly describe how the hypothesis will be tested):</u>

7. <u>Implementation Timetable:</u>

8. <u>Data Collection Procedures</u>

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

    (b)   Number of students required: _____

           <u>Grades:</u>   _____

    (c)   School Staff involvement:

    (d)   Participation dates:

    (e)   Time required with students:

    (f)   Other:

9.   Budget Details:

10. _____   _____
    Research Investigator's Signature   Date

* _____   _____
  Signature of Principal/Staff Council   Date
  Chairperson

* _____   _____
  Signature of Regional Director or   Date
  Director of Services

** _____   _____
   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.   One 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