Calgary Board of Education

Research Application Checklist

The application must contain all the completed documents necessary for review.

☐ Application to Conduct Research

☐ Letter of Introduction to Research

    ☐ Recruitment Notice

    ☐ Copy of Oral Explanation

    ☐ Copy of Written Explanation for Participants

☐ Letter Requesting Participant Informed Consent

☐ Explanation of participant assent and forms (if applicable)

☐ Copy of surveys, questionnaires, interview questions or interview guide

☐ Use of Personal Information for Research Purposes (if applicable)

☐ Copy or your Ethics Review Application and

    ☐ Certification of Ethics Approval -TCP2 Protocol

    or

    ☐ Protocol Review Exempt Determination Letter

A Police Information Check including a Vulnerable Sector Search, through Calgary Police Services (if the researcher is not currently a CBE employee)