



Criteria for Approval of Research Applications

Research Applications

researchapplications@cbe.ab.ca

Relevance to Education

- Beneficial to CBE students and staff.
- Aligns with the Three-Year Education Plan and Calgary Board of Education mission and Results.
- Research studies for the purpose of financial gain by an individual or company are not accepted.

Research Methodology and Data Gathering

- A well designed methodology presented with minimal use of technical jargon.
- Approval will not be given to gather data in CBE schools in the first and last month of their particular school calendar (i.e.: traditional – Sept. and June). In addition, approval will not be given during January or equivalent periods in year round calendar for school observing a semester system.
- System approval to conduct research is necessary to contact principals in CBE schools. Principals make the final decision regarding involvement in research projects in their individual schools.

Examples of Proposals That May Not Be Considered

- Research that imposes on instructional time.
 - research that explores the thinking of students about concept through a survey that is not connected to the teaching and learning in the classroom
- Research meant to beta test for commercial products.
 - getting student feedback about a new technology product as they use it in the classroom
 - Researchers gathering data from classroom observation of students using commercial products
- Research that does not reflect the values of the CBE.
 - language that does not reflect the guidelines for best practices for creating learning environments that respect diversity
 - research that does not align with the Three-Year Plan and Results
- Research that does not create opportunity for continuous improvement of teaching and learning.
 - a large social science research exploration that has benefit for the research but does not have connection to teaching and learning within the Calgary Board of Education
- Research where minor students are collecting identifiable data about fellow students.
 - students are able to observe and collect results that identify other students' performance on a research task

Police Check

The CPS has an online [Police Information Check](#).

If you are unable to complete the process online, visit a [police information check location](#).

Document Completion

- Application must contain all the completed documents necessary for review.
- If personal information is requested, the research must complete the Use of Personal Information for Research Purposes Form.
- A Police Information Check including a Vulnerable Sector Search, through Calgary Police Services (CPS) is required if the researcher is not currently a CBE employee.

Ethics and Confidentiality

- Prior approval of the supervisory authority of the affiliated institution or agency.
- Ethics approval of the agency or institution. A letter verifying exempt status from ethics approval does not meet the Canadian standards for research involving humans.
- Compliance with the provisions of the Freedom of Information and Protection of Privacy Act is understood.
- Ensure that the confidentiality of information regarding Calgary Board of Education schools teachers and students is protected.
- The proposal must acknowledge that no reference will be made to a CBE school, teacher, or student and that measures are taken to prevent the possibility of identification.
- Clear procedures for obtaining voluntary and informed consent. Undue influence must be avoided (i.e. parents feeling obligated to allow their child to participate).
- Parental/Guardian informed consent is required for any research with or about students under the age of 18 years. Independent students over the age of 18 may provide their own consent.
- In addition to parental/guardian consent, informed assent is required for all students.
- Students have the option to withdraw from the study even the parent/guardian has given consent.
- Appropriate protocol to address sensitive issues arising during the research (e.g., disclosure of sensitive information by participants, debriefing participants, a student how wishes to withdraw from the study).
- Consideration of any research bias, soft coercion or conflict of interest.