



## Calgary Board of Education

### CHECKLIST FOR RESEARCH PROPOSAL

- Security Clearance from the Calgary Police Service (CPS) submitted. See instructions below.
- Applicant has fully completed, signed, dated, and submitted the Application To Conduct Research (Form 1) <http://www.cbe.ab.ca/aboutus/research.asp>
- Applicant has fully completed, signed, dated, obtained signature of Witness and submitted the Research Agreement between The Calgary Board of Education and The Researcher (Form 2) <http://www.cbe.ab.ca/aboutus/research.asp>
- Covering/Support letter from graduate advisor or applicant's supervisor (same person cited on the first page of the Application to Conduct Research - Form 1)
- University/Institution Ethical Approval or Ethical Clearance submitted.
- Copies of Parent/Student/Teacher Consent forms submitted.
- Copies of surveys, questionnaires, interview questions, etc. submitted.
- Copies of any other information the researcher feels necessary to include, that will inform the Calgary Board of Education on the research, researcher and requested materials.

#### NOTES:

Research approval may take up to 2-3 months. The approval process will not begin until all documentation has been appropriately completed and received by Accountability Services, Calgary Board of Education.

Supplying the necessary documentation for the Calgary Board of Education to conduct a review of the proposed research does not guarantee approval.

Token compensation for student, parent or staff participation is considered an unacceptable practice.

Jurisdiction and school names or acronyms are not allowed to be included or referenced within any reports, papers, publications or course work.

#### Security Clearance Instructions

If you live outside of Calgary, obtain security clearance from your local police service. Ask for a vulnerable sector search to be completed.

Obtained a **Consent for Search and Disclosure Form** from a Commissionaire at the Security Clearance Unit, Calgary Police Service Administration Building (316 – 7<sup>th</sup> Avenue SE). The form **must state** you are working with the Calgary Board of Education on Research and will be working with students within schools. A **vulnerable sector search** must take place with this form.

Bring two (2) pieces of Government issue ID one **must** be photo ID (i.e. drivers license, SIN card, passport) and \$30.00 for processing fees. The form must be filled out in **blue pen** and may take 4 – 6 weeks for a response. The security clearance is valid for 3 years.