

1. The Policy

It is the policy of Lakehead District School Board to support research for both organizational needs (decision-making) and academic needs (new knowledge).

2. Code of Ethics

All researchers must abide by the Code of Ethics (3080 Research Procedures - Appendix A).

2.1 If there is a potential that one or more items included in the Code of Ethics may cause some form of difficulty or come under question, the researcher must bring this matter to the attention of the superintendent responsible for research.

3. Research Schedule

All researchers must consult with the superintendent responsible for research so the activity may be recorded on the research calendar. The superintendent responsible for research or his or her designate will maintain a research calendar.

4. Research Proposals and Research Application Form

4.1 Research proposals may vary in length and comprehensiveness depending on the type of research. All proposals should outline the purpose, the research design, the methodology, and how the study will be reported and disseminated.

4.2 Inquiries regarding the status or appropriateness of a research proposal should be directed to the superintendent responsible for research.

4.3 Where required, a completed research application form and research proposal must be submitted to the superintendent responsible for research before any activities relating to the research activity commence.

4.3.1 After the research proposal has been approved by the superintendent responsible for research, the researcher must approach the suitable person responsible for a particular organization or constituent group. For example, if the research concerns the staff or students of a particular school, the researcher approaches the principal of that school. The principal has the discretionary authority to decide whether this research should be conducted in their school. In the case of research with specific employee groups, the elected executive of unions or federations and the principal should be approached by the researcher for approval.

4.4 The superintendent responsible for research will send a signed copy of the research application to those individuals responsible for the subjects of the proposed research.

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4.5 The required procedures for researchers are summarized in chart form (3080 Research Procedures - Appendix D).

5. Disagreements with Research Approval

Any disagreements concerning the approval of a research proposal may be appealed through the director to the Board.

6. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u> February, 1983 <u>Date Revised</u> April 27, 2010 November 24, 2020	<u>Legal Reference</u>
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