

Administrative Procedure 290 - Appendix A

RESEARCH REQUEST CHECKLIST

(To be completed by the researcher and submitted along with other relevant documents)

Name of Researcher:

Organization/Affiliation:

Title of Research:

Date Submitted:

Proposed Start Date:

- | | Yes | No |
|---|-----|----|
| 1. Is the proposed study related to the PRSD's mandate and primary lines of business? | | |
| 2. Is the proposed study associated with a post-secondary educational institution? | | |
| 3. Has a list of the target schools been provided? | | |
| 4. Have you indicated how the proposed study will be conducted in a manner that does not negatively impact on instructional time? | | |
| 5. Has ethical approval been granted for this proposed study? | | |
| a. If so, have you included a copy of the approval letter in this application package? | | |
| 6. Have you included a copy of the letter you will use to inform potential participants of the nature and extent of the research project? | | |
| 7. Does the proposed study involve students under the age of 16? | | |
| a. If so, have you included a copy of the parental consent letter that you will be sending to parents? | | |
| 8. Will the proposed study use: | | |
| a. Quantitative methodology? | | |
| b. Qualitative methodology? | | |
| c. Mixed methods? | | |
| 9. Have you provided a list of the methodological instruments to be used in the study (e.g., tests, surveys, interview questions, etc.)? | | |
| 10. Will the results of the proposed study be made available to the division and any of the participants/schools that request same? | | |

**Please email this completed form and related documents to the
division office person responsible for assessing the research requests**