



Background

Calgary Girls Charter School recognizes its responsibility as a Charter School to share educational experiences with the broader educational community and provides opportunities for individuals to undertake research projects with the School.

Procedures

1. All applications to undertake research projects or surveys within the School or to obtain assistance from the School with respect to studies or research projects shall be submitted to the Superintendent. Completion of form AF290 is required for any research projects with an external partner.
2. After due consideration and applying the criteria identified in this administrative procedure, an application will, depending upon its nature, be approved or denied.
3. Research projects undertaken by or for the School shall be conducted and/or coordinated by the Superintendent.
4. The Superintendent shall be responsible for the financial arrangements for research projects.
5. Externally initiated research projects may be terminated at any time if, in the judgment of the Superintendent, the guidelines established for the study have been violated.
6. Research studies will be approved and conducted according to the following procedures.
 - 6.1 All applications shall be satisfactorily completed at least one (1) month in advance of the study and must be submitted to the Superintendent. Timelines shorter than one (1) month will be considered if extenuating circumstances exist.
 - 6.2 Requests to undertake graduate level research or survey studies must be submitted to the Superintendent along with evidence that the proposed study meets the ethics requirements of the university.

- 6.3 Upon completion of the study, the researcher shall be required to submit to the Superintendent a complete report plus an abstract describing the project and the findings.
- 6.4 The following criteria will be used by the Superintendent in considering research studies:
 - 6.4.1 The study shall have recognizable value to the School and/or to education in general;
 - 6.4.2 The content of any proposed questionnaire or survey instrument must not be objectionable to staff, students or parents;
 - 6.4.3 The involvement of students or teachers does not require an unreasonable amount of time;
 - 6.4.4 The willingness of individuals to participate;
 - 6.4.5 The number of research studies planned or underway in the School.
 - 6.4.6 Preference for approval will be given to School staff.
7. The Superintendent shall, when necessary, ensure that the contents of a study are held in confidence.

Reference:

Education Act, s. 18, 27, 52, 53, 54, 66, 67, 197, 222
Freedom of Information and Protection of Privacy Act



1.	Research Title:			
2.	Name of Applicant:			
3.	Mailing Address:			
	Telephone:	Cellular:	Email:	
4.	Affiliate Organization/Program:			
5.	Name of Ethics Review Body:			
6.	Type of proposal submitted:	Research <input type="checkbox"/>	Evaluation <input type="checkbox"/>	
7.	Summary of goals and objectives of research/evaluation activity:			
8.	Projected start date:			
9.	Projected completion date:			
10.	Is this research/evaluation required for the completion of a course or degree? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	If yes, please specify:			
11.	Proposed research/evaluation cohort(s):			
12.	Summary of proposed research/evaluation methodology(ies):			
13.	Projected date of receipt of ethics approval from body named above:			
14.	Describe any activity or process that will need to be facilitated or supported by CGCS staff:			
15.	If students are included in the proposed cohort, describe the consent process to be utilized:			
16.	Describe how the research/evaluation activity will benefit CGCS system/students:			

Signature of Applicant: _____

Signature of Program Supervisor (if applicable): _____

Date of submission: _____

Please submit completed form to the Superintendent

For office use only:

Date Received:	Date Reviewed:
Approved/Denied:	Approval Term (if applicable):
Date Approval/Denial Letter Sent:	