




Administrative Regulation 406

1. All proposals for research projects shall be directed to the Superintendent's Designate. **Research for 2004-05 will be limited to staff who are furthering their leadership studies and pre-approved district research in alignment with district goals and priorities. Exceptions can be made by the superintendent.**
2. Research proposals from universities shall be approved and forwarded by the university (e.g. the university's Cooperative Activities Program must forward research proposals from the University of Alberta).
3. Proposals should be of no more than three pages and must be typewritten. The following headings must be used.
 - a. Description of the research project. This must include title, objectives, procedure, evaluation instruments, ethical considerations, and so on. Parental letters and consent forms and survey/questionnaire items must be attached.
 - b. Description of how this activity is of value to the school or district.
 - c. Description of how this activity fits within the goals and priorities of the district's three year education plan.
 - d. Suggested personnel, schools, and times.
 - e. Anticipated project timeline and completion date of final report.
4. Proposals shall be accepted only between September 15 and March 31.
5. All school-based research must be completed by May 1.
6. The Superintendent's Designate will screen the proposals to determine their suitability and to avoid duplication of effort and overload within specific schools and the district as a whole.
7. The focus, design and method should show the study will:
 - a. be conducted with respect and concern for the dignity and welfare of the people who participate;
 - b. comply with district and provincial policies and regulations and professional standards governing the conduct of research with human participants; and
 - c. have a positive, minimal impact on normal classroom or school activities.
8. If a research project is approved, written approval is forwarded to the University of Alberta. The researcher is responsible for showing that letter of approval to district personnel invited to participate in the project.
9. The permission of the principals of participating schools must be obtained and arrangements made with each principal. This is the responsibility of the researcher.
10. The researcher must provide results of the study to the Superintendent's Designate which will be available to the principals of the participating schools.

Reference: Board Governance Policy E#1. School Act Section 20(g),60(2.b)	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 405	Date(s) Revised: June 13, 2000; December 5, 2001, June 12, 2002, April 14, 2003, March 31, 2004, January 10, 2007