

## Administrative Procedure 290

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# RESEARCH STUDIES

## Background

The Division recognizes that the theories and practice of learning and teaching are improved through research. The Division will cooperate with individuals and institutions undertaking research provided the research:

- Does not interfere with the Division's primary mission;
- Is not undertaken for personal gain for the researcher or participants;
- Does not undermine, jeopardize or threaten the spiritual, intellectual, emotional, social or physical well-being of any participant (staff or student).

## Procedures

1. All proposals for research projects shall be directed to the Chief Superintendent's Designate.
2. Research proposals from any students at, staff of, or researchers associated with the University of Alberta shall be approved and forwarded to the University of Alberta's Cooperative Activities Program (CAP).
3. Research proposals from universities other than the University of Alberta must have an ethics review as part of their proposal and must complete the Division's Research Proposal Application ([Form 290-1](#)) (see website for downloadable version of the application).
4. Research proposals from applicants not associated with a university must complete the Research Proposal Application ([Form 290-1](#)) (see website for downloadable version of the application) and provide all supporting documentation for review.
  - 4.1 Research for personal gain of either the researcher or the study participant(s) will not be considered.
5. Research proposals will be accepted for review between September 15 and April 30.
6. The Chief Superintendent's Designate will screen the proposals to determine their suitability and to avoid duplication of effort and overload for any particular school, grade level, teacher or other staff group or program and the Division as a whole.
7. If a research project is approved, written approval is forwarded to the CAP office for applications that originate from the University of Alberta or the researcher directly for applications that originate from other universities or applicants. The researcher is responsible for showing the letter of approval and the project application approval document to Division personnel invited to participate in the project.



8. The permission of the principals of any and all participating schools must be obtained and arrangements made with each principal. This is the responsibility of the researcher.
9. The researcher must provide results of the study to the Chief Superintendent's Designate which will be made available to Division personnel.

Adopted: April 3, 2000

Reviewed/Revised: December 5, 2001, June 12, 2002, April 14, 2003, March 31, 2004, January 10, 2007, June 28, 2013, June 30, 2017, September 21, 2020, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 197, 222  
Freedom of Information and Protection of Privacy Act