



WINNIPEG SCHOOL DIVISION
INVESTING IN THE FUTURE

June 2020

Deans of Faculties,
Deans of Graduate Studies
Universities of Winnipeg and Manitoba

Directors,
Research Departments and Institutions

Researchers

Many studies conducted by thesis-level students and professional researchers require the participation of students in Winnipeg School Division schools and programs. The Division wishes to encourage this participation, and has established a Research Advisory Committee to the Superintendent Department to screen studies requesting the participation of students within its jurisdiction and to expedite the completion of approved projects.

Attached is a copy of the terms of reference, research guidelines and application form designed to assist researchers in meeting the research request requirements of the Winnipeg School Division. You will note that all projects emanating from individuals and agencies external to the Winnipeg School Division must be approved by the Division.

The Research Advisory Committee is made up of staff of the Winnipeg School Division and representatives from the Universities of Manitoba and Winnipeg. The Committee will screen applications on the basis of ethics, research methodology, and disruptions to the schools, and benefit to the Division, education and/or society.

There are several aspects of the Guidelines and submission procedure I would like to emphasize in order to minimize disappointment by researchers:

1. The Research Advisory Committee **WILL NOT CONSIDER** incomplete application forms. Nor will the Committee accept detailed research proposals attached to the application form. It is the responsibility of the researcher to ensure that the essential information necessary for the Committee to make an informed decision is provided on the application form. The Research Guidelines outline what attachments are required by the Committee.

2. (Guideline #4). The Committee will review applications upon receipt should there be a sufficient amount applications received a meeting will take place.
3. (Guideline #5). The Committee does not, in principle, allow research in the schools in May, June and September; as you can appreciate, students and staff are extremely busy with the beginning and end-of-term school processes. The exception to this principle is research which, by its nature, must be done in May, June or September (e.g., research into allergies).
4. (Guidelines #10 and #11). The final decision regarding all research requests will be made by the Superintendent Department based on the recommendations of the Research Advisory Committee.
5. (Guideline #13). Approval by the Division **DOES NOT** obligate a school, its staff or students to participate in the study.

Perhaps you could notify members of your administrative and teaching staffs of our procedures.

Please contact my office at (204) 789-0474 if you have any questions regarding research in the Division.

Director of Research, Planning, and Technology
and Chair, Research Advisory Committee

attachment

**WINNIPEG SCHOOL DIVISION
RESEARCH ADVISORY COMMITTEE**

TERMS OF REFERENCE

1. To act as an Advisory Committee to the Superintendent Department with regard to the approval of all external research project requests involving research with children.
2. Screen all requests described in number 1 on the basis of ethics, research methodology, disruptions to the schools and benefit to the Division, education and/or society.
3. Recommend approval to the Superintendent Department through the Chair of the Research Advisory Committee.

GUIDELINES FOR EXTERNAL RESEARCH PROJECTS

These guidelines apply to any study requesting the participation of Winnipeg School Division students.

1. All projects emanating from agencies external to the Division, including Division teachers and the Department of Education must be approved by the Division.
2. The Research Advisory Committee will screen all applications on the basis of ethics, research methodology, disruptions to the school, and benefits to the Division, education and/or society. The Committee will then recommend certain projects for approval to the Superintendent Department .
3. The Committee is made up of staff of the Division.
4. Proposals should be submitted sufficiently in advance to allow committee members time to study the proposal, a minimum of 6-8 week time frame is required for the approval process.
5. In general, researchers will not be allowed access to students in May, June and September because of the large number of activities in schools at this time of year. An exception will be allowed for proposals which:
 - a) Demonstrate the necessity of access to schools in May, June and September;
 - b) Allow for sufficient time for the schools to accommodate the research request.
6. All research proposals should include:
 - a) Completed Winnipeg School Division Research Application form, which, in the case of a student, must be countersigned by the student's thesis advisor;
 - b) A copy of approval letter from the appropriate faculty and/or ethical review committees;

- c) All stimulus materials to which students or staff may be exposed;
 - d) All information and/or parental permission letters to be distributed to students, parents or staff.
7. In the case of certain tests, applicants will have to demonstrate that the test will be administered by qualified personnel.
 8.
 - a) Parental permission is required for students to participate in studies which seek information beyond the normal school curriculum.
 - b) All students/participants must be informed that they may withdraw from the researcher's study at any time.
 9. If necessary, the Research Advisory Committee may require a researcher to provide additional information particularly for studies or parts of studies which seek information concerning confidential aspects of students' or their parents' lives.
 10. The Research Advisory Committee recommends approval of the project to the Superintendent Department .
 11. The Superintendent Department or designate informs the applicant of the Division's decision.
 12. Researchers of approved projects are required to follow the directions of the Chair - Research Advisory Committee regarding all procedures related to the collection of data.
 13. Approval by the Division does not obligate any school, its staff or students to participate in a study.
 14.
 - a) The researcher is required to submit a final report of the research to the Division. All such reports shall respect the anonymity of all participants.
 - b) The researcher is not required to give a report to students, their parents/guardians or teachers; if he/she does so, however, any such report should contain aggregate data only. In no circumstances shall a researcher reveal individual scores to students or parents without Division approval.
 - c) The researcher may be requested to do a presentation of the results of the study at a division-wide inservice at any time following the completion of the study.

All applications should be directed to:

Director of Research, Planning, and Technology
Winnipeg School Division
1577 Wall St E
Winnipeg, Manitoba
R3E 2S5

FOOTNOTE

In certain cases, mainly restricted to Universities and Colleges, students are required to carry out a small study in order to gain research experience as part of a course. Where appropriate, e.g., where the number of students is not large, the time required is very little, and the stimulus materials are innocuous, formal approval by the Research Advisory Committee may be waived at the discretion of the Superintendent's Department and with the permission of the principal and teacher(s) involved.