



## **APPLICATION TO CONDUCT RESEARCH IN EMSB SCHOOLS**

### **INTRODUCTION**

Thank you for your interest in including the English Montreal School Board (EMSB) students, staff, and/or families in your research. The guidelines in the associated document entitled, *GUIDELINES FOR CONDUCTING RESEARCH AT EMSB* apply to all individuals and organizations requesting permission to conduct research with the EMSB community.

This includes research that:

- may be conducted in-person with EMSB students, staff, or families on school property.
- involves the recruitment of research participants and sample groups from EMSB school communities (e.g., students, staff, or families) for research that takes place online or outside of school property.

### **EMSB RESEARCH COMMITTEE**

The role of the Committee is to support and encourage research that contributes to the goals of the EMSB, and educational knowledge more broadly, while keeping in mind that our first priority is to the education of our students.

All applications seeking to conduct research with and in our School Board are reviewed by the EMSB Research Committee. The Committee consists of representatives from the:

- Education Service Department (i.e. Directors, Assistant Director, Educational Consultant, etc.)
- Representatives from Association of EMSB School Administrators, AMSA (i.e. Principal, Vice-Principal, Teacher, etc.)
- Student Services Department (i.e. Assistant Director, Coordinator, Psychologist, Special Education Consultant, Guidance Counselor, Speech and Language Pathologist, etc.)
- The Chairperson is the Director of Educational Services or delegate.

The Research Committee meets every month from September to May. (Dates are subject to change.) Proposals must be received **by email two full weeks prior to a meeting to be included on the agenda**.



Many studies conducted by thesis-level students and professional researchers require the participation of pupils and staff in local schools. The English Montreal has established a Research Committee to screen studies to be carried out in schools within its jurisdiction and to expedite the completion of those studies which are accepted.

The attached guidelines have been prepared to assist those seeking EMSB participation in research projects. Your attention is drawn, in particular, to the fact that all research proposals must first be received by the Research Committee. Proposals must be based on a sound research methodology, have demonstrable educational value, and cause minimum disruption to the schools.

### **RELATED FEES**

Please note that there is an administration fee for the processing of the research proposals as follows:

- \$500 for Professional Researchers of which \$100 is non-refundable if the project is not approved.
- \$100 for Ph.D. students, non-refundable in its entirety.
- \$50 for Master's students, non-refundable in its entirety.

\*There is no charge to EMSB employees.

**When submitting your research application by email, please ensure to send a cheque payable to EMSB, c/o Research Committee, via Canada Post only.**

### **REQUIREMENTS FOR THE RESEARCH TEAM**

A) Two weeks prior to the meeting, the Research Committee members will receive a package by email with the following documents: (*Please indicate if each document is included.*)

- Application
- Ethics Approval
- Letters of Consent
- Questionnaires
- Information material and/or standardized tests, if needed
- Payment by cheque or money order, if required
- EMSB Code of Ethics form (*see Guidelines*)
- SPVM Verification can be submitted after Research Committee approval.  
(And EPC approval, if teachers are included in the project.)



Research applicants who make amendments to their project MUST re-submit an application with the changes made prior to implementation.

Please note that approval of the research proposal by the Research Committee (and the Education Policy Committee (EPC) when teachers are included as participants) is conditional upon receiving SPVM verification as well as a completed and signed EMSB Code of Ethics form.

Researchers should note the approval procedure within the Board requires a period of approximately 1 month depending on whether the proposal has teachers participating in the study which will require that the proposed study be equally approved by the Education Policy Committee (EPC).

Researchers should note that (1) no school may be approached before receiving written approval, and (2) final approval for research in any school rests with the Principal of each school.

If you have any questions, please contact:

**Research Committee**

**Chairman, Educational Services**

c/o English Montreal School Board

6000 Fielding Avenue, Room 234

Montreal, QC H3X 1T4

Telephone: (514) 483-7200 ext. 7359

e-mail: [gmancini@emsb.qc.ca](mailto:gmancini@emsb.qc.ca)



**APPLICATION TO CONDUCT RESEARCH IN EMSB SCHOOLS**

**1. Title of Proposed Research:**

**2. Applicant's Name:**

**Affiliated Organization:**

**Position Held:**

**Address:**

**Telephone: home/office:**

**Cell:**

**Email:**

**Institution:**

**3. Research Assistant(s) – (name(s) and title(s)**



**4. Research to commence on:**

**Research to be completed on:**

**Date of completion of research report:**

**5. Description of the subject to be investigated.**

**6. Objectives of the Research (*including relevance of the study*)**

**7. Research Design (*Briefly describe how the hypothesis will be tested.*)**



**8. Implementation Timeline**

**9. Data Collection Procedures**

- a. Number of participating schools required.
  
  
- b. Type of Schools (*elementary, high school, adult education*)
  
  
- c. Number of students participating in the study.
  
  
- d. Other specific details pertaining to participants.
  
  
- e. School staff involvement  
Who? How many?
  
  
- f. Participation dates
  
  
- g. Does this research study infringe on regular class time?  
- If yes, how many minutes in total will be taken out of class time?



h. Time required with participants (*students, teachers, administrators, parents, etc.*)

Students:

Teachers:

Administrators:

Parents:

**10. Budget Details**

a. Will participants be compensated?

**11. Confidentiality**

a. How will anonymity be maintained?

b. Data storage information.

c. How will data be used for this study and by others?



**12. In what way does this research benefit the EMSB community?**

Thank you for your interest in including the English Montreal School Board students, staff and/or families in your research.

**NOTE:**

In light of the uncertainties with the upcoming school year, this might mean that researchers will be required to conduct their research via video conferencing only. If this method is practical for you to conduct your research, please confirm on this application.

YES \_\_\_\_\_

NO \_\_\_\_\_ Reason: \_\_\_\_\_

10. \_\_\_\_\_

Research Investigator's Signature

Date

\* Signature of Principal/Staff Council  
Chairperson

Date

\* Signature of Regional Director or  
Director of Services

Date

\*\* Faculty Signature

Date

\* For research proposals originating in an EMSB school or department.

\*\* If the Research Investigator is a student, this form must be countersigned by the student's staff advisor at the college or university to indicate that the advisor has read the proposal and deemed it to be a valid and worthwhile research project.



Please return your application to:

English Montreal School Board  
6000 Fielding Avenue, Rm 234  
Montreal, QC H3X 1T4

Attention: Chairperson  
Research Committee  
Educational Services Department