

Please note this document is for your guidance only. You may use this document to review and input your responses. However, applications must be submitted through the online portal.

## Employee Research Support Request Form

### Internal Surrey Schools Request for Research Support

The Surrey School District is committed to support ongoing professional learning through research, innovation, and collaboration, and does so in part by supporting our interrelated Priority Practices.

#### Who is this application for?

The Research and Evaluation Department provides support to employees in Surrey School's District Education Centre (DEC) and Resource and Education Centre (REC), and who need to conduct research and evaluation activities as part of their job duties. Research and evaluation activities can include (but are not limited to) consultation, literature reviews and retrieval, data analyses, action planning, and tool development.



You will have 72 hours to complete and submit the application once you begin. If you do not complete the survey within this timeframe, your responses will be deleted from the system, and you will need to fill out the application again. If you start the survey and leave, it is not possible to guarantee your progress will be saved, and you may have to begin again. Because of this, we advise you to complete the application in a single session or complete this fillable PDF and transfer your responses to the online application when you are ready. Please note, we only accept applications through our online system.

If you have any questions, please contact the Research and Evaluation Department at:  
[RESE-Office@surreyschools.ca](mailto:RESE-Office@surreyschools.ca).

## General Information

1. Full Name:
2. Email address:
3. Phone number:
4. What is your role with the Surrey School District?
5. Select the department based within the District Education Centre (DEC) or Recreation Education Centre (REC) for which research and/or evaluation support is requested.

Indigenous People's Learning Department  
Building Professional Capacity  
Career Education  
Communication Services.  
Community-School Partnerships  
Continuous Learning  
Student Support

Human Resources  
International Education  
Priority Practices  
Safe Schools  
Secretary's Treasurer's Department  
Student Information Systems  
Superintendent's Office  
Welcome Centre

Other (provide details below)

## Project Activities and Duration

6. Provide a short description of this project for which you are requesting support, including the purpose of this project, and any research questions you may have:

7. Select the research and evaluation activities for which support is needed:

Action Planning  
Consultation  
Data Collection  
Data Analysis

Report Development  
Research Application Review  
Survey/Tool Development  
Literature Review/Retrieval

Other (provide details below)

8. If there are known project start dates and deadlines for deliverables to be completed by the Research and Evaluation department, please list them below:

**Note:** •To help inform our understanding of the project for which you are requesting support, please attach any supporting documents to the online application (if available).  
• You will need to combine all documents into a single file (PDF or Word document) to upload later to the online application .

9. If you have any questions or comments you wish to share, please provide them below: