

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.

## School-Community Organization Partnership Research Application

### Application for permission to conduct research in the Surrey School District

Thank you for your interest in conducting research in the Surrey School District. The Surrey School District values research that contributes to improved educational outcomes for students. All individuals and organizations interested in conducting research within the district must have their proposals reviewed and approved by the office of Research and Evaluation. The district is particularly interested in research related to BC's redesigned curriculum: <https://curriculum.gov.bc.ca/>, and also the district's priority practices: <https://surreylearningbydesign.ca/>.

In this application, you will be asked to provide an overview of your research, ethics approval from your university (as applicable), your intended participants and district sites (and recruitment of these participants), and all research materials. You will not be able to submit your application if you are missing information or documentation for your research.

**Note:** On average the review process for incoming research applications takes 4-6 weeks to process.

### Who is this application for?

- If you are conducting research or an evaluation in connection to work you do as a community organization/ institution who is in partnership with Surrey School District.



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).

## Project Information

1. Name of principal investigator:
2. Email address:
3. Please identify which Surrey Schools Department and employee(s) you are currently working with as part of this Community Schools Partnership:
4. Have you received research ethics approval from your home institution?  
Yes (provide a PDF of approval in your online application) In approval review process  
Not applicable (as this study is not affiliated with a university) No  
Yes, conditionally (provide conditions below)

**Note:** • Institutional Research Ethics Board approval is required of all higher education-affiliated projects. Surrey Schools will only review applications that have been approved/conditionally approved by their home institution.  
• You will be asked to upload your approval letter in the online application.

## Affiliation Information

5. What is your affiliated institution or organization:
6. Your present position in the institution or organization:

## Study Information

7. Title of Study:
8. Preferred start and end date for study:
  - a. Intended start date:
  - b. Intended end date:

## Recruitment Information

9. Select from the following groups you wish to include in your study (select all that apply):

Students	Parents, Guardians, and Family Members of Students
Teachers	I will not be including participants in this study
School Administrators and Support Staff	Other Employee Group

**Note:** Depending on the participant group(s) selected, researchers will be asked the following three questions regarding recruitment. First, researchers will be asked to indicate the grade levels (if applicable) and number of the participants they wish to include in their study. Second, researchers will be asked to describe any other relevant characteristics of the participant subgroup included in their study (e.g., Indigenous students, Vice Principals, High School Science teachers, etc.). Third, researchers will be asked how they plan to recruit participants for their study (as the district does not promote research to the district community).

10. List the school/district sites you will be contacting to include in your study. Please note, researchers may not solicit interest from school employees to take part in studies that have not received approval.

## Recruitment Material Upload

11. Are you including any recruitment materials, including flyers or invitations, that you plan to distribute?  
Yes (attach any recruitment materials you will use to the online application)

No

- Note:**
- Recruitment materials do not include consent forms. You will submit copies of consent forms later in the application.
  - You are only able to upload 1 file. You will combine all recruitment materials into a single file later in the online application (PDF or Word Document).

## Study Overview, Purpose, and Design

12. Provide a brief overview of your study (e.g., purpose, significance, methodology):

13. What applicable research forms will you be uploading to your online research application?

Data collection instruments

Interview questions

Debriefing forms

Consent forms

Training materials

Other

- Note:**
- We only review final versions of data collection instruments. Any revisions to data collection instruments during the process of data collection must be re-submitted for review.
  - You are only able to upload 1 file. You will need to combine all data collection instruments into a single file later in the online application (PDF or Word Document).

## Criminal Record Check Information

14. Do you have a criminal record check for yourself to upload?

Yes, I have a criminal record check to upload (you will be asked to upload your criminal record check on the online application)

Not yet, but I understand that a criminal record check is a requisite for research approval with the Surrey School District.

Not applicable, as I already have a criminal record check on file as I am an employee for the Surrey School District

Not applicable, as my research does not involve students or vulnerable groups, nor will I be on school district property

- Note:** Individuals who do not work for the Surrey School District and who wish to conduct research with students and/or in schools must undergo a criminal record check with an additional vulnerable sector check. Receipt of the results of the criminal record check is a requisite to project approval. You can choose to complete a criminal record check at your own expense, or you may also wait for conditional study approval, at which time you will be provided with a form to undergo a record check through the district at no cost.

15. Do you have a criminal record check for your co-researchers to upload?

Yes, I have criminal record check(s) for my co-researcher(s) to upload (you will be asked to upload your criminal record check on to the online application)

Not yet, but I understand a criminal record check is a requisite for research approval with the Surrey School District

Not applicable, as I do not have co-researchers

Not applicable, as this research does not involve students or vulnerable groups, nor does this research take place on school property

- Note:** If you have more than one researcher submitting a record check, please combine all files into a single PDF to upload later to the online application.

## Data Storage, Research Dissemination, and Research Risk

16. How do you plan to store your data in a safe manner that protects all data collected in your research?

17. Describe potential venues where results will be disseminated (e.g., thesis, journal publications, conference proceedings, course presentations, internal organization documents, marketing materials, etc.):

18. How would you categorize your study in terms of risk of harm to participants?

Low

Medium

High

19. Explain your rating level for your research: