

We would like to acknowledge that the lands on which we work, play, and learn are on the traditional, unceded, and shared territory of the ḡíçáḡ (Katzie), ḡʷa:ńł'ən (Kwantlen), SEMYÓME (Semiahmoo), and other Coast Salish Peoples.

Application to Conduct a Study in Surrey School District

About this Application

The Surrey School District values research and evaluations that contribute to improved educational outcomes for students. All individuals and organizations interested in conducting research or an evaluation within the district must have their proposals reviewed and approved by the Research and Evaluation Department.

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 project.

Who is This Application for?

- If you are an employee of the district who is conducting a study as part of a requirement for a degree program or post-secondary course-based assignment
- If you are an external organization conducting a study as part of a partnership with Surrey School district staff
- If you have been invited by the district's Research and Evaluation Department to submit a study application

Note: The district no longer accepts unsolicited requests to conduct studies from individuals or organizations outside of the district.

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



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.

Our Guiding Principles Towards Collaborative Research

Please read our Guiding Principles Towards Collaborative Research before submitting an application to conduct research in our district.

Building a Foundation for a Respectful Relationship

Building relationships requires time, mutual understanding, and showing respect by valuing the knowledge and lived experiences of our students and employees. When engaging with students and staff in Surrey School District, it is vital to understand their values and goals while listening to the diverse stories of those who learn, work, and live here.

The foundation of a relationship with Surrey Schools begins by meeting us where we are at, which is on the ancestral and unceded territories of the Coast Salish peoples – including the ǵíçəý (Katzie), ǵʷɑ:ńł'əń (Kwantlen), and SEMYÓME (Semiahmoo) First Nations.

Collaborative Research as a Reciprocal Relationship

Reciprocity is key to a healthy, respectful relationship. As part of Surrey School's decolonizing efforts, the district is shifting away from being seen as a site for data extraction. Instead, the district wishes to foster reciprocal relationships with external researchers and organizations where the entire research process and its outcomes are mutually beneficial for everyone involved.

Being Flexible and Adapting to Change

Rather than being tied to schedules of external researchers, Surrey Schools expects that the research being conducted follow a mutually agreed upon timetable that respects everyone's time and commitment. Healthy, just relationships honour the expectations of our students and employees, making the research process flexible and being willing to adapt to changing circumstances.

Note: *The review process for applications can take 4-6 weeks to process. Additional time may be needed if projects include either of the following: (a) collection of personal information, (b) introducing a product or resource that is not currently approved by the district (e.g., instructional resources and curriculum, digital games and apps).*

Applicant Information

Select your affiliation with Surrey School District

- I am an employee of Surrey Schools
- I am part of an external organization in partnership with Surrey Schools
- I am not yet in a district partnership but I have been invited by the district's Research and Evaluation Department to submit an application
- None of these options apply to me*

*We are not able to review unsolicited study applications at this time. We are only able to review applications submitted by individuals who are employed by Surrey Schools, are in a partnership with a district department or staff member, or have been invited by the Research and Evaluation Department to submit an application.

Application Information

Please include the contact information and project roles of members who are helping to conduct the study. There should be at least two project team members:

- An employee of Surrey School District
- An individual who is part of an external organization (e.g., community partner representative, post-secondary program supervisor, etc.)

Surrey Schools Staff Member

Full Name

Name of District Department or School Site

Email

Role in the Study

External Organization Partner Name

Full Name

Name of Institution/Organization

Email

Role in the Study

Are there additional researchers or partners who are affiliated with this project?

Yes*

No

*Provide full names, institutions/organizations, emails, and project roles of all additional researchers or partners affiliated with this project.

District Priorities

Surrey School District is committed to supporting ongoing professional learning through research, innovation, and collaboration. We do this in part by supporting our interrelated Priority Practices. More information on our Priority Practices can be viewed here: [Surrey Learning by Design - Priority Practices](#).

Surrey Schools believes that every learner is a unique individual with their own strengths, interests, and areas for growth. We support engaging and meaningful learning opportunities that are responsive to student needs and contexts. The district has five inquiry areas that can be viewed in our district's strategic plan: [Surrey School's Strategic Plan, 2023 - 2028](#).

Note: Surrey School District prioritizes studies that align with at least one of our district priorities.

Which, if any, of the following Priority Practices would this study help to inform and/or enhance?

Indigenous Student Success and Reconciliation

Literacy and Numeracy

Racial Equity

Student Transitions

Student Well-Being

Describe how the study aligns with the district priority area(s) you selected.

Project Information: Title and Timeline

Title of Project

Which category does this project best fit?

- Project collaboration between Surrey School District and a community organization
- Thesis or dissertation as part of a post-secondary program
- Project related to a post-secondary course

Provide the intended start and end date for the study

Note: The project start date should begin no sooner than six weeks from the date of the application submission. Additional time may be required if personal information will be collected or if a resource review is required. Please be aware that Surrey Schools expects the study process follow a mutually agreed upon timetable that respects everyone's time and commitments.

Intended start date:

Intended end date

Project Information: Ethics Approval

Have you received research ethics approval from your home institution?

Note: Institutional Research Ethics Board approval is required of all post-secondary institution-affiliated projects. Surrey Schools will only review applications submitted by researchers who have been given full or conditional approval by their home institution.

- Yes, an approval letter (full or conditional) has been issued
- In approval review process
- Not applicable as this study is not affiliated with a post-secondary institution
- Not applicable or alternative supervisor approval has been provided as this study is part of a course in a post-secondary institution program
- No*

Upload the approval letter (full or conditional)

Drop file here or select file (pdf, doc, docx)

Provide an estimated date when an approval letter will be issued:

***Provide more information explaining why an ethics approval letter has not been issued.**

Post-Secondary Program Course Information

Provide your program/degree name

Program type

Upload a copy of your course syllabus and an approval letter for your project from your course supervisor

The syllabus and supervisor approval letter can be combined into one file. Ensure the uploaded document includes the course name, the course instructor's name and contact details, and course description of the assignment for this project.

Drop file here or select file (pdf, doc, docx)

Study Overview, Purpose, and Design

Describe the project's purpose and significance.

Provide a step-by-step description of all project activities.

Participant Recruitment: Populations Included

Indicate how many participants you are seeking to recruit for the following groups:

Students

Teachers

School Administrators and/or Support Staff

Other Employee Group

Parents/Guardians

Recruitment Process: Sites Included

Select the district sites from which participants will be recruited for your study

- Elementary School(s)
- Secondary School(s)
- Learning Centre(s)
- District Offices and/or Other Facilities

Recruitment Process: Elementary Schools

Enter the name of the elementary school(s) that will be included in your study

Recruitment Process: Secondary Schools

Enter the name of the secondary school(s) that will be included in your study

Recruitment Process: Learning Centres

Enter the name of the learning centre(s) that will be included in your study

Recruitment Process: District Offices and Facilities

Enter the district office(s) and facilities that will be included in your study

Participant Recruitment Information (cont'd)

Provide a rationale for your selection of sites.

Note: It is important that researchers work towards understanding the land, people, knowledge, and lived experiences of students and employees in Surrey Schools. Please ensure that you have a rationale for the sites you wish to include in your study.

Recruitment Process: Student Consent/Assent

Describe the step-by-step process for recruiting students, including how students and parents/guardians will be informed of the project, and who will be providing this information.

Upload a student consent/assent form along with any other recruitment materials (e.g., information letters, flyers, etc).

Note: This document is uploaded to the online application portal. A student consent/assent form and other recruitment materials must be age-appropriate and in final form.

Drop file here or select file (pdf, doc, docx)

Upload a parent/guardian consent form along with any other recruitment materials (e.g., information letters, flyers, etc).

Note: This document is uploaded to the online application portal. A parent/guardian consent form and any other recruitment materials must be age-appropriate and in final form.

Drop file here or select file (pdf, doc, docx)

Will any student be recruited by a district staff member who provides them direct supervision (e.g., their teacher, counsellor, etc.)?

Note: Surrey School District does not permit recruitment strategies where voluntary participation is at risk due to power difference (e.g., students recruited by their teachers, counsellors, or other staff providing them direct support).

Yes

No

Describe the nature of the relationship and how voluntary participation will be maintained.

Recruitment Process: District Staff Consent

Describe the step-by-step process for recruiting district staff, including how district staff will be informed of the project, and who will be providing this information.

Upload a district staff consent form along with any other recruitment materials (e.g., information letters, flyers, etc).

Note: This document is uploaded to the online application portal. A district staff consent form and any other recruitment materials must be understandable to the audience it is intended for and in final form.

Drop file here or select file (pdf, doc, docx)

Will any district staff member be recruited by a direct supervisor (e.g., their principal)?

Note: Surrey School District does not permit recruitment strategies where voluntary participation is at risk due to power difference (e.g., supervisors and school administrators recruiting their staff and supervisees).

Yes

No

Describe the nature of the relationship and how voluntary participation will be maintained.

Recruitment Process: Parent/Guardian Consent

Describe the step-by-step process for recruiting parents/guardians, including how parents/guardians will be informed of the project, and who will be providing this information.

Upload a parent/guardian consent form along with any other recruitment materials (e.g., information letters, flyers, etc).

Note: This document is uploaded to the online application portal. A parent/guardian consent form and any other recruitment materials must be age-appropriate and in final form.

Drop file here or select file (pdf, doc, docx)

Will any parent/guardian be recruited by a district staff member providing direct services to their child or family?

Note: Surrey School District does not permit recruitment strategies where voluntary participation is at risk due to power difference (e.g., parents being recruited by their child's teacher or staff member delivering program supports to their child or family).

Yes

No

Describe the nature of the relationship and how voluntary participation will be maintained.

Data Collection Instruments

Which data collection instruments will you be using as part of this project?

- Focus group instrument (i.e., focus group guide, questions, prompts, debriefing form)
- Interview instrument (i.e., interview guide, questions, prompts, debriefing form)
- Observation tools, journals, and field notes
- Products and other generated work (e.g., school assignments, art work, etc.)
- Questionnaires and surveys
- Other data collection instrument(s) and materials

Describe the type of products and other generated work you will be collecting.

Describe the other data collection instruments and materials you will be using to collect data.

Additional information about the data collection instrument(s)

Provide information about each data collection instrument used during this project that is important to know, including what data each instrument collects, which participant group each instrument would be intended for, and how often each instrument would be implemented

Data Collection Instruments: Upload

Upload the data collection instrument you are using as part of your study.

Note: Applicable documents will be uploaded to the online application portal. For each data collection instrument, you will combine and upload into a single file where necessary. All data collection instruments must be in final form. Weblinks are not reviewed, and any online content including surveys should be copied to a Word document or PDF for uploading.

Focus group instrument (i.e., focus group guide, questions, prompts, debriefing form)

Drop file here or select file (pdf, doc, docx)

Interview instrument (i.e., focus group guide, questions, prompts, debriefing form)

Drop file here or select file (pdf, doc, docx)

Observation tools, journals, and field notes

Drop file here or select file (pdf, doc, docx)

Questionnaires and surveys

Drop file here or select file (pdf, doc, docx)

Other data collection instruments

Drop file here or select file (pdf, doc, docx)

Collection of Personal Information

Note: *Surrey School District policy (Policy 5700) sets out the district’s commitment, standards, and expectations regarding the appropriate practices for the collection, use and protection of personal information. The district is responsible for ensuring that it protects personal information within its custody and control, including by complying with the Freedom of Information and Protection of Privacy Act (“FIPPA”) of BC.*

Personal information includes:

- *Biographical details (e.g., name, gender, race/ethnicity, etc.)*
- *Biological details (e.g., photographs/facial image, audio/voice recording, video recording, fingerprints, blood type, etc.)*
- *Education*
- *Financial history*
- *Identifying numbers (e.g., Social Insurance Number [SIN], employee number, Personal Education Number [PEN], etc.)*
- *Marital or family status*
- *Medical or criminal history*
- *Nationality or immigration status*
- *Personal contact details (e.g., address, email, phone number, etc.), not including business contact information*
- *Personal opinions that can reasonably identify an individual*
- *Religion*

Will any personal information be collected as part of the study?

Yes

No

Collection of Personal Information

Which of the following will be collected as part of the study?

- Biographical details (e.g., name, gender, race/ethnicity, etc.)
- Biological details (e.g., photographs/facial image, audio/voice recording, video recording, fingerprints, blood type, etc.)
- Education
- Financial history
- Identifying numbers (e.g., Social Insurance Number [SIN], employee number, Personal Education Number [PEN], etc.)
- Marital or family status
- Medical or criminal history
- Nationality or immigration status
- Personal contact details (e.g., address, email, phone number, etc.), not including business contact information
- Personal opinions that can reasonably identify an individual
- Religion

Privacy Impact Assessment

Note: FIPPA requires that the district conduct a Privacy Impact Assessment (PIA) to ensure that all collection, use, disclosure, protection, and processing of personal information by the district is compliant with FIPPA.

The district has a process for conducting PIAs ([Procedure 5700.2](#)), which includes an in-depth review of any new or significantly revised initiative, project, activity, or program. This process ensures the initiative is in compliance with the provisions of FIPPA, that risks arising from the initiative are identified and mitigated, and to ensure that the initiative appropriately protects the privacy of individuals.

Additional time (estimated 1-2 months) will be required to complete the PIA process. To start the process, you will be asked to answer a few preliminary questions.

Privacy Impact Assessment: Storage and Dissemination

Describe where data will be stored, including the hosting provider/servers and locations within and outside of Canada.

Provide details on the disclosure of private information, including to whom it will be disclosed, and where the sensitive personal information will be stored.

Privacy Impact Assessment: Personal Information Bank

Will your study result in, or contribute to a Personal Information Bank?

Yes

No

Describe the type of information in the Personal Information Bank.

Provide the name of the main organization involved, as well as any other ministries, agencies, public bodies, or organizations involved.

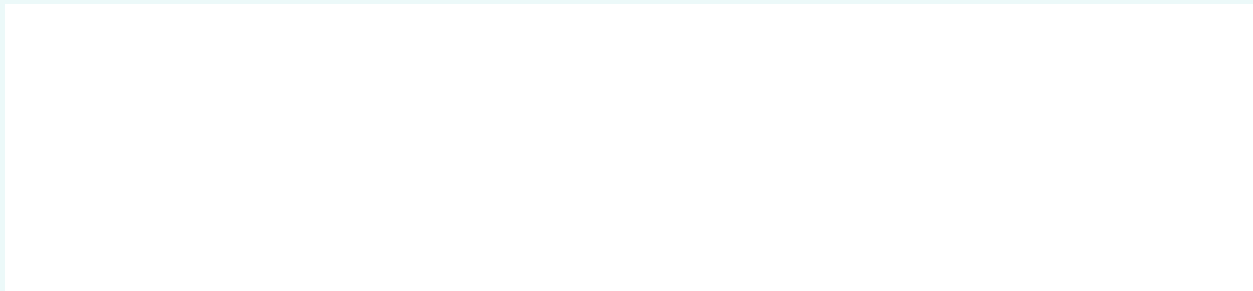
Provide the name and business contact (email, phone number, and title/position) for the person responsible for managing the Personal Information Bank.

Data Storage, Security, and Sharing

Describe how the data you collect as part of this study will be stored safely and securely.



Describe where data will be stored, including the hosting provider/servers and locations within and outside of Canada.



Use of Digital and Non-Digital Resources

Does your study introduce any print or non-print resource to participants?

Yes

No

Does your study include the use of digital tools, databases or repositories, or information systems?

Yes

No

Will participants or the district be asked to install software on any devices?

Yes

No

Resource Review Process

Note: Surrey School District policy (Policy 8800) sets out our district's commitment to providing educators and students with access to a variety of learning resources (print or digital) that support educators in their delivery of curriculum and students in their development of curricular knowledge, competencies, and understandings. Examples of learning resources include, but are not limited to: books, classroom lesson plans and activities, workshop materials, and video games.

Additional time (estimated 1-2 months) will be required to complete the resource review process. To start the process, you will be asked to answer a few preliminary questions.

Resource Review Process: Print or Non-Print Resource

Provide the title(s) of the resource(s) included in the study.

Describe the purpose of the resource(s) being used in the study, including how the resource(s) will be used with participants.

Provide any additional information about the resource(s), including weblinks.

Resource Review Process: Digital Tools and Databases

Provide the name(s) of the digital tools, databases or repositories, or information systems included in the study.

Provide any additional information about the digital tools, databases, or repositories, or information systems included in the study, including weblinks.

Resource Review Process: Software Installation

Provide the name(s) of the software that would be installed on devices owned or operated by participants or the district.

Describe the purpose of the software being used in the study, including how participants are expected to interact with it.

Provide any additional information about the software, including weblinks.

Criminal Record and Vulnerable Sector Check Information

Note: All individuals affiliated with this project who plan to be in contact with students in Surrey Schools and/or will be entering any facility in the district will need to have a current Criminal Record Check (CRC), including a Vulnerable Sector Check if the study includes vulnerable student populations, prior to the approval of the project being granted.

Do you have a criminal record check for all project team members?

Yes

Not applicable, as all project team members have a criminal record check on file with Surrey School District

Not applicable, as the project does not involve students or vulnerable groups, nor will any project member be on Surrey School District property

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

Compile and upload criminal record checks for all project team members.

[Drop file here or select file \(pdf, docx, doc.\)](#)

Post-Study Reporting Expectation

Note: Surrey Schools approves studies where there are benefits to everyone involved. To conduct a study in the district, researchers are asked to provide a deliverable of some kind to participants in the study, as well as to either the Research and Evaluation Department or the district staff member(s) who are in partnership with the community organization.

The deliverable may include a brief overview of the study purpose and importance, the methodology implemented, findings from the study, as well as conclusions and possible recommendations or considerations. This ensures that the knowledge gained from the study can contribute to the educational planning and ongoing learning taking place in the district

Select the type of report or deliverable that will be provided

Brief report not exceeding 5 pages

Infographic

PowerPoint

Other

Describe the report or deliverable.

Provide an estimated date by when you believe this deliverable could be submitted.