APPLICATION FOR PERMISSION TO CONDUCT RESEARCH

Name of Principal Investigator:	
Address:	
Phone:	
Email:	
Present position:	
Surrey School District Employee:	○ Yes ○ No
Affiliated institution or organization:	
Name of faculty supervisor (if applicable):	
Title of study:	
Type of study:	☐ Master's Thesis ☐ Doctoral Dissertation ☐ Program evaluation ☐ Major research project – institutionally ☐ Other (Please specify): _____
Proposed start/end date of study:	☐ ☐ ☐ ☐ ☐ ☐ Day Month Year to Day Month Year
Participants:	☐ Students - grades:_____ ☐ Teachers ☐ Support staff (please specify): _____ ☐ Administrators: Elementary / Secondary ☐ Other (Please specify): _____
Describe any specific participant characteristics:	

Please attach a complete research proposal and complete the Application Checklist:

Application Checklist *(If any items are not applicable, please skip)*		
Overview of the study:	◯ Yes	◯ No
Relevant literature:	◯ Yes	◯ No
Study purpose and significance:	◯ Yes	◯ No
Methodology/Research design description:	◯ Yes	◯ No
Participant recruitment strategy, including potential site locations:	◯ Yes	◯ No
Copies of data collection instruments[1]:	◯ Yes	◯ No
Data storage description:	◯ Yes	◯ No
Copies of age-appropriate consent forms:	◯ Yes	◯ No
Institutional Research Ethics Board[2]	◯ Yes	◯ No
Criminal Record Check[3]	◯ Yes	◯ No
Describe potential venues where results will be disseminated (e.g., thesis, journal publications, conference proceedings, course presentations):		

[1] *We review only final versions of data collection instruments and any revisions to data collection instruments during the process of data collection need to be re-submitted for review*

[2] *Institutional Research Ethics Board approval is required of all higher education-affiliated projects.*

[3] *Non-district employees wishing to conduct research with students must undergo a criminal record check. Receipt of the results of the criminal record check is a requisite to project approval.*

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 School 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 four inquiry areas that can be reviewed here: [Surrey Learning by Design – Our Inquiries](#).

Which, if any, of the following Priority Practices would this project help to inform and/or enhance?	☐ Curriculum Design ☐ Quality Assessment ☐ Instructional Strategies ☐ Social and Emotional Learning
Which, if any, of the following district foci will this project connect to?	☐ Literacy ☐ Numeracy ☐ Transitions ☐ Student and/or Employee Wellbeing

_____
Signature of applicant

_____
Signature of faculty supervisor

_____
Name of institution

_____
Date Signed

_____
Date signed

Research and Evaluation Department – Internal

Approval to conduct research: ◯ Yes   ◯ Yes, with revisions   ◯ No

_____
Signature of Reviewer 1

_____
Signature of Reviewer 2

_____
Date Signed

_____
Date signed