

**APPLICATION FOR PERMISSION TO CONDUCT RESEARCH**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PRESENT POSITION: \_\_\_\_\_

TITLE OF STUDY: \_\_\_\_\_

\_\_\_\_\_

**SELECT ONE CATEGORY FOR REVIEW**

**A) [ ] Request to post information in schools to recruit participants out of school hours and off school property.**

Poster description (attach sample): \_\_\_\_\_

Schools requested: \_\_\_\_\_

Requested dates for commencing: \_\_\_\_\_ Completing: \_\_\_\_\_

**B) [ ] Expedited review of minor research projects (e.g. requirements for a course based master's degree).**

Research question: \_\_\_\_\_

\_\_\_\_\_

Number of participants: \_\_\_\_\_

Participants are from my own class: \_\_\_\_\_ Other class(es): \_\_\_\_\_

Requested dates for commencing: \_\_\_\_\_ Completing: \_\_\_\_\_

**C) [ ] Full review of thesis research or major project.**

Research question: \_\_\_\_\_

\_\_\_\_\_

**PROPOSED RESEARCH METHODOLOGY:**

Number of Students: \_\_\_\_\_ Teachers: \_\_\_\_\_ Administrators: \_\_\_\_\_

Others (specify): \_\_\_\_\_

Characteristics of participants (e.g. grade levels): \_\_\_\_\_

Specific schools: \_\_\_\_\_

Specific student characteristics: \_\_\_\_\_

C) *continued*

Selection strategy: \_\_\_\_\_

Nature of participant involvement (e.g. questionnaire, interview, etc.): \_\_\_\_\_  
\_\_\_\_\_

Time required from participants: \_\_\_\_\_

Brief description of how the research will be conducted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested dates for commencing: \_\_\_\_\_ Completing: \_\_\_\_\_

**NOTES:**

**Please attach the following:**

- A complete research proposal if one exists or information that will assist in the evaluation of your application
- Copies of all tests or questionnaires which will be used
- For university students or faculty: approval from the Ethics committee at your institution
- A copy of your consent form for participants or parents if students are involved

**TERMS OF AGREEMENT for conducting research in Surrey Schools:**

- Receipt of written approval from the Research & Evaluation Department
- Adherence to procedures for contacting school personnel outlined in the above letter
- Submission of a final report to the Research & Evaluation Department
- Preparation of a brief abstract if requested

**ESTIMATED DATE OF SUBMISSION OF FINAL REPORT:** \_\_\_\_\_

**CRIMINAL RECORD CHECK:**

Prior to entering a school to conduct a research study, a person who is not a district employee must undergo a CRIMINAL RECORD CHECK and submit the report to the Research & Evaluation Department. Final acceptance for the study is contingent on the results of the Criminal Record Check.

Surrey School District Research & Evaluation Department  
District Education Centre: 14033 – 92<sup>nd</sup> Avenue, Surrey, BC V3V 0B7  
[www.sd36.bc.ca](http://www.sd36.bc.ca) 604-595-6185

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Faculty Supervisor if applicant is a student

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Date Signed