

# Research and Information Sharing Application



# Contents

<b>Project Information</b> .....	<b>1</b>
Nature of Research .....	1
<b>About the Project</b> .....	<b>1</b>
<b>Research Summary</b> .....	<b>2</b>
<b>Research Design</b> .....	<b>2</b>
<b>Benefits and Importance of Research</b> .....	<b>2</b>
<b>Research Requirements</b> .....	<b>3</b>
Section A: Research Involving Participants .....	3
Section B: Information and Data Requests .....	4
<b>Knowledge Mobilization and Feedback</b> .....	<b>5</b>
<b>Ethics, Confidentiality, and Consent</b> .....	<b>5</b>
<b>Research Approval Agreement</b> .....	<b>6</b>
Agreement of Principal Investigator .....	6
Agreement of Faculty Supervisor for Homework, Theses .....	6
<b>Checklist for applicants</b> .....	<b>7</b>
<b>How to Submit Your Application</b> .....	<b>8</b>

# Project Information

Project title: \_\_\_\_\_

Principal investigator: \_\_\_\_\_

Principal investigator's position title: \_\_\_\_\_

Principal investigator's institution or agency: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

I am a staff member of Education and Early Childhood Development (EECD), a regional centre for education (RCE), or the Conseil scolaire acadien provincial (CSAP).

If yes, please specify which one: \_\_\_\_\_

## Nature of Research

RCE, CSAP, and EECD partner research

Doctoral thesis

University course assignment

College or university faculty research

Masters thesis

Other, please specify:

\_\_\_\_\_  
\_\_\_\_\_

Faculty supervisor, if applicable: \_\_\_\_\_

Supervisor's position title: \_\_\_\_\_

Supervisor's institution: \_\_\_\_\_

Funding agency, if applicable: \_\_\_\_\_

## About the Project

Proposed start date (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Anticipated end date (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note:** Approval is granted to conduct research for one school year only.

See the *Research and Information Sharing Request Guidelines* for more details.

Indicate the site(s) you are applying to (check all that apply):

EECD

Annapolis Valley RCE

Cape Breton-Victoria RCE

Chignecto-Central RCE

CSAP

Halifax RCE

Strait RCE

South Shore RCE

Tri-County RCE

# Research Summary

Briefly describe the nature and purpose of your project in plain language in the box below. Include your research question and your hypothesis or hypotheses.

# Research Design

In the box below, describe your general research design and methods. List the key concepts being measured and the research instruments and data collection tools (e.g., surveys, interviews, focus group questions, observation templates). Attach the final versions of these to this application. Discuss the location(s) of your research and what participants will be asked to do.

*Attach research instruments and data collection tools.*

# Benefits and Importance of Research

Briefly describe the benefits and the importance of your research to the education system, particularly to the participating schools, the RCEs, CSAP, and EECD and any additional benefits to study participants.

# Research Requirements

If you are applying to conduct research involving participants (e.g., students, teachers, parents) please complete Section A: Research Involving Participants, below.

If you are applying to access provincial or regional data for research purposes, **please skip section A** and complete Section B: Information and Data Requests.

## Section A: Research Involving Participants

### A1 Recruitment, participation, and time commitment

Describe your recruitment and participation plans. Include any steps you will take to minimize impact on students and school staff. Describe who will be doing the recruitment and what actions they must take. Note that the administrative and recruitment burden should largely fall on research staff and not staff of the RCEs, CSAP, and EECD. List and attach any recruitment materials you will be using.

*Attach recruitment materials.*

Fill out the following table indicating the extent of participation expected from each group.

Participant Group	Number of	Details (e.g., grade levels, number of classes, subject areas, position)	Time Commitment (e.g., estimated hours per group or individual)
Students			
Teachers and ECEs			
School administrators			
School support staff			
RCE, CSAP, and EECD staff			
Parents, guardians, families			
Others			

Number of schools to be involved, if applicable: \_\_\_\_\_

List your desired school site(s), if known:

## A2 Informed consent for school principals or designates

For research with school staff or students, you must provide a copy of an information letter to school principals, when applicable. The letter must outline the purpose and scope of the study, emphasize the benefits to the school, and include the time commitment required of all participants, including any research related burdens that fall to the school (e.g., distributing surveys).

*Attach information and invitation letter.*

**Note: All possible steps should be taken to minimize impact on student and staff time.**

## Section B: Information and Data Requests

### B1 Data requirements

Complete the following table with as much detail as possible.

Data Element (e.g., Nova Scotia student assessments, student demographics)	Year(s) Requested	Data Required from EECD, CSAP, RCEs (please specify)	Grade Level(s)	Purpose

**B2** Describe any intent to match or link student-level data to other data.

**B3** List any additional data from other sources that you intend to use.

## Knowledge Mobilization and Feedback

Describe your plans to publish or present your findings to the public. Describe your procedures for providing feedback to participating schools.

**Note:** At a minimum, you must provide an electronic copy of the completed research report to participating organizations (i.e., RCE(s), CSAP, EECD), as well as a one to two page abstract highlighting your key findings and describing the implications of your research findings on educational practices.

## Ethics, Confidentiality, and Consent

Attach your completed research ethics board (REB) application.

Your research application may be conditionally approved, pending REB approval at the discretion of the RCE(s), CSAP, and EECD. Please indicate the status of your REB approval below:

- REB approval is attached.
- REB approval is pending, application attached.
- REB approval is not needed. Please specify reason:  

---

*Attach your complete REB application.*

Briefly describe how you will ensure confidentiality and protect the identities of your participants through your research activities and beyond. Describe the procedures and timeframes for the secure use and disposal of personal and identifiable data.

Describe the methods you will use to obtain informed consent. List and include copies of your consent letters. Ensure consent letters contain all required information, as outlined on page 8 of the *Research and Information Sharing Request Guidelines*.

*Attach all consent letters.*

## Research Approval Agreement

I agree that

- no students, parents, staff, or individual schools will be identified in any papers, presentations, or publications resulting from this research.
- the confidentiality of participants will be maintained through all research activities and all individual identifiers will be destroyed after completing the data analysis.
- no personal information will be used to contact participants after completing this research.
- the information collected during this research will only be used in the manner indicated by this application.
- I will provide the participating site(s) (i.e., RCE, CSAP, EECD) with copies of interim and final research reports and publications (e.g., abstracts, one-pagers).
- I have read and understand the guidelines and procedures for conducting research with the RCEs, CSAP, and EECD and agree to all conditions in the *Research and Information Sharing Request Guidelines*.

### Agreement of Principal Investigator

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

---

Signature of Principal Investigator

---

Date (dd/mm/yyyy)

### Agreement of Faculty Supervisor for Homework, Theses

By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

---

Signature of Faculty Supervisor

---

Date (dd/mm/yyyy)



# Checklist for applicants

- Completed and signed application
- Final copies of
  - research instruments and data collection tools
  - recruitment materials
  - letter of explanation and invitation for principal(s) and teachers
  - ethics application with approval status
- Letters of consent for participants, and parents/guardians as outlined on page 8 of the *Research and Information Sharing Request Guidelines*.  
**Note:** Active consent from parent(s)/guardian(s) is needed for the participation of any student under 18 years old.
- Completed criminal records check and vulnerable sector check if conducting research with students.
- Ensure demands on staff and student time have been considered and minimized.

**If you have any questions about this application please email [ERP@novascotia.ca](mailto:ERP@novascotia.ca) or call the Centre for Equity in Achievement and Well-Being at 902.424.5829.**

# How to Submit Your Application

For province-wide research or provincial data requests email [ERP@novascoatia.ca](mailto:ERP@novascoatia.ca)

## or contact

Department of Education and Early Childhood Development  
Centre for Equity in Achievement and Well-Being  
Director, Research and Partnerships  
2021 Brunswick Street  
PO Box 578  
Halifax, NS B3J 2S9

## For research requests to the RCEs and/or the CSAP

Director of Programs and Student Services  
**Annapolis Valley Regional Centre for Education**  
PO Box 340  
Berwick NS B0P 1E0  
[research@avrce.ca](mailto:research@avrce.ca)

Director of Programs and Student Services  
**Cape Breton-Victoria Regional Centre for Education**  
275 George Street  
Sydney NS B1P 1J7  
[research@cbvrce.ca](mailto:research@cbvrce.ca)

Director of Education Services  
**Chignecto-Central Regional Centre for Education**  
60 Lorne Street  
Truro NS B2N 3K3  
[research@ccrce.ca](mailto:research@ccrce.ca)

Directeur des services éducatifs  
**Conseil scolaire acadien provincial**  
250 avenue Brownlow, Unité 7  
Dartmouth N-É B3B 1W9  
[recherche@csap.ca](mailto:recherche@csap.ca)

Program Department Research Committee  
**Halifax Regional Centre for Education**  
33 Spectacle Lake Drive  
Dartmouth NS B3B 1X7  
[research@hrce.ca](mailto:research@hrce.ca)

Director of Programs and Student Services  
**South Shore Regional Centre for Education**  
69 Wentzell Drive  
Bridgewater NS B4V 0A2  
[research@ssrce.ca](mailto:research@ssrce.ca)

Director of Programs and Student Services  
**Strait Regional Centre for Education**  
304 Pitt Street, Unit 2  
Port Hawkesbury NS B9A 2T9  
[research@srce.ca](mailto:research@srce.ca)

Director of Programs and Student Services  
**Tri-County Regional Centre for Education**  
79 Water Street  
Yarmouth NS B5A 1L4  
[research@tcrce.ca](mailto:research@tcrce.ca)