



School District No. 43 (Coquitlam)

GUIDELINES FOR CONDUCTING RESEARCH STUDIES

1. Research requests are usually accepted from Coquitlam teachers and administrators, university graduate students, faculty members, and professional educational associations. Only under exceptional circumstances, will research proposals from others, such as undergraduate students, be considered.
2. Proposed research projects by graduate students must be endorsed by a member of the full-time academic staff (usually the thesis supervisor), and supported by the Ethics Review Committee of the respective institution.
3. Requests to conduct research studies must be submitted on a research application form (attached).
4. At least **two weeks lead time** is required to process a request.
5. One copy of the completed application form should be returned to the Assistant Superintendent's office for review. **Copies of questionnaires, inventories or tests to be used in the study must be attached to the application form.**
6. The Superintendent's office will review all requests based on the following criteria:
 - purpose and relevance of the study
 - quality of the instrument
 - qualifications of the surveyor
 - benefits to accrue to the student, school or district
 - what the study will add to the literature
 - impact on student, teacher, and class time
 - impact on administration time
 - other demands placed on the target audience
 - sensitivity of the subject matter
 - costs
7. Approval of a proposal at the District level does not obligate schools or individuals to participate in the study. After District clearance is given, participation by students, teachers and administrators is voluntary.
8. The administration to students of tests, inventories or questionnaires usually requires the written consent of parents. This requirement may be replaced by a passive consent approval process where this is deemed appropriate. In addition, tape-recordings, pictures, films and video tape-recordings of students should not be made without written consent of parents and the district.
9. The anonymity of students and teachers who cooperate in research studies must be maintained.
10. All researchers are expected to provide the District with a summary of research results.
11. Fees will be charged for costs incurred by the District, payable in advance, where appropriate.