



Faculty of Education

REQUEST FOR ACCESS TO ZONE 6 SCHOOLS

For the Purpose of Conducting Research

The following procedures must be followed for **any** research request arising from the University including faculty, staff, and students (graduate and undergraduate) that requires the involvement of schools within Zone 6:

1. All research proposals are to be directed to the Chair, Faculty of Education Human Subject Research Committee (HSRC) for ethical review.
2. Following approval by the HSRC, all proposals for research in Zone 6 schools are directed by the Chair, HSRC to the Office of Graduate Studies and Research in Education for request for approval by Zone 6 school districts.
3. For projects involving schools in Zone 6, the Office of Graduate Studies and Research in Education (OGSRE) directs the complete proposal including all documentation to the appropriate District Superintendent (or designate) for approval. This includes copies of all instruments to be utilized, questionnaires, methodologies, permission forms, etc.
4. Research requests without full documentation will not be reviewed by the Superintendent.
5. **For Lethbridge School District #51**, in order to have sufficient time for review and to incorporate possible changes, research requests should be submitted to the School District at least **five weeks** prior to the proposed date of commencement of the research.
6. Following review, the Superintendent or designate will formally notify the OGSRE, in writing, as to the decision regarding the research project. A copy of this notification will be forwarded to the Chair, HSRC.
7. Approval, where granted, is specific to the information and under any terms and conditions specified. The Superintendent (or designate) must be informed of any changes to the project. Copies of the proposal will be retained on file in the Office of Graduate Studies and Research until the project is completed.
8. Approval, where granted, represents only the School District's approval to conduct the research. It is the responsibility of the researcher to contact and gain approval from the specific schools, teachers, parents, or students.

Contact:

Assistant Dean, Graduate Studies and Research
Chair, HSRC
TH418, Turcotte Hall West
(403) 329-2425

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