

Administrative Procedures Manual	Administrative Procedure 290
	Research Ethics
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2025, July 2021, September 2019, August 2016, November 2014,
LEGAL REFERENCE:	Board Policy 2, Section 56, 222 Education Act Section 15 Protection of Privacy Act Section 4 POPA Regulations

Background

Research proposal approval must take into consideration many factors prior to approval **by the Superintendent or designate**. This is true for both external applications and for internal applications by Division teachers wanting to do course work research on their own students (some guidelines on teacher research on one’s own students is available online in the reference section at the end of this Administrative Procedure.)

External applications involving any type of market research will not be considered.

Procedures

1. The applicant must submit a research proposal that adheres to the following guidelines:
 - 1.1. Relevance to Education:
 - 1.1.1. Be of benefit to GPPSD staff and students;
 - 1.1.2. Align with the Three Year Education Plan;
 - 1.1.3. Research studies for the purpose of financial gain by an individual or company are not accepted.
 - 1.2. Research Methodology & Data Gathering:
 - 1.2.1. A well designed methodology presented with minimal use of technical jargon;
 - 1.2.2. Approval will not be given to gather data in GPPSD (observing the traditional calendar) during September, after June 1st, or in January in schools observing a semester system and equivalent periods in schools observing the year round calendar;
 - 1.2.3. Principals in GPPSD make the final decision regarding involvement in research projects.
 - 1.3. Document Completion:
 - 1.3.1. Contain all the completed documents outlined in the application process as referenced in 1.1 and 1.2;
 - 1.3.2. If personal information is requested the researcher must complete the [Proposal to Access Personal Information for Research or Statistical Purposes Form](#), and upon its approval, complete the [Agreement for Access to Personal Information for Research or Statistical Purposes Form](#);
 - 1.3.3. Security clearance including a Vulnerable Sector Screening Police Check is required if the researcher is not currently a GPPSD employee;
 - 1.3.4. It is the researcher’s responsibility to provide a research report, as well as an

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Executive Summary of Research to GPPSD at the conclusion of the study.

2. All information related to the research proposal including purpose must be submitted in order for any decision to be rendered.
3. Review Process:
 - 3.1. The criteria used for reviewing proposals includes:
 - 3.1.1. Judging the relevance of each request to the educational objectives and policies of the school board.
 - 3.1.2. Determining the impact of each request on the school system (i.e., the amount of time required by students and staff and the number of students required to complete a project).
 - 3.1.3. Assessing the degree of involvement required by staff, students, and parents.

Please note that GPPSD reserves the right to reject applications solely on the grounds of the Board’s priorities at the time.

Approved Research Projects: In the past, the following types of projects have been approved: those related to curriculum issues; decision-making and leadership; accountability and school improvement; mental/physical health and social issues; technology; teacher pedagogy; second language learning; assessment and evaluation; and special education. GPPSD will not approve proposals that include market research, have unreasonable timelines, or place unrealistic demands on the school board and/or its schools.