


Administrative Procedure Research Studies	
	Department: Student Programs
	Approved by: Leadership Council
	Date Approved: February 5, 2024
	Revision Date(s):
	Review Date:
	External References • <i>The Education Act, 1995</i>
	Internal References • N/A

Purpose

- This administrative procedure outlines the steps and guidelines for initiating, conducting, and overseeing research projects or surveys within Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all research activities or surveys initiated, supported or conducted by employees, contractors or external parties affiliated with Sask DLC.

Policy Statement

- Sask DLC acknowledges the role of valid research and other projects in the development of education theories and practices and acknowledges the need of researchers to work within schools.

Procedures:

1. All applications to undertake research projects or surveys within Sask DLC shall be submitted to the Chief Executive Officer (CEO) or designate.
2. Before external research and other projects are considered for approval, they must be sponsored and supervised by a recognized post-secondary educational institution or a recognized research institute.
 - a. A record of approval from the CEO or designate is required before the research project may begin.
3. Research projects undertaken by or for Sask DLC shall be conducted and/or coordinated by the CEO or designate.
4. The following criteria will be used in reviewing research requests:
 - a. all research applications must adhere to the policies of the tri-council policy statement regarding research involving humans;

- i. research projects undertaken by or for Sask DLC may be conducted only with ethics approval;
 - b. the study shall have recognizable value to Sask DLC and/or to education in general;
 - c. the content of any proposed study must not be considered objectionable, contentious or related to personal topics;
 - d. the involvement of students or teachers shall not require an unreasonable amount of time or be disruptive to the learning environment;
 - e. the involvement of students or teachers will be on a voluntary basis; and,
 - f. there are appropriate procedures for obtaining informed consent from participants.
5. Externally initiated research projects may be terminated at any time if, in the judgement of the CEO or designate, the guidelines established for the study have been violated.
6. All requests to undertake research must be submitted to the CEO or designate at least one month in advance of the proposed start date. Timelines shorter than one month may be considered if extenuating circumstances exist.
7. Upon completion of the study, the researcher shall submit a complete report and abstract describing the project and the findings to the CEO or designate.