



**POLICY SECTION:**   SCHOOLS  
**SUB-SECTION:**  
**POLICY NAME:**       **EXTERNAL RESEARCH CONDUCTED  
 IN THE TCDSB**  
**POLICY NO:**         **S.19**

<b>Date Approved:</b> August 25, 1988	<b>Date of Next Review:</b> May 2026	<b>Dates of Amendments:</b> May 30, 2013-Board May 19, 2016-Board May 20, 2021- Board
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**Cross References:**

O. Reg. 521/01 Collection of Personal Information Education Act,  
 PPM No. 149 - Protocol for Partnerships with External Agencies for Provision of  
 Services by Regulated Health Professionals, Regulated Social Service Professionals,  
 and Paraprofessionals  
 S.P. - 13 Student And Program Assessment  
 S.16 Access to Pupil Information  
 Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans  
 TCPS2 (2018) - Canadian Institutes of Health Research, Natural Sciences and  
 Engineering Research Council of Canada, Social Sciences and Humanities Research  
 Council of Canada  
 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

**Appendix A:** External Research Application, Requests to Conduct Research in the  
 Toronto Catholic District School Board

**Purpose:**

The purpose of this Policy is to ensure that all external research conducted within  
 the Board is guided by professional standards of research.

**Scope and Responsibility:**

This Policy extends to all external institutions, organizations or individuals seeking  
 to conduct research in the Toronto Catholic District School Board (TCDSB) for  
 educational purposes. The Director of Education is responsible for this Policy.



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**Alignment with MYSP:**

Enhancing Public Confidence  
Fostering Student Achievement and Well-Being

**Policy:**

The Toronto Catholic District School Board will cooperate with organizations and individuals in the pursuit of external research deemed to be of benefit to the students, staff, and community subject to the research review process.

**Regulations:**

1. All research conducted shall be aligned with the Toronto Catholic District School Board's Multi-Year Strategic Plan (MYSP) and the Board Learning Improvement Plan (BLIP).
2. All external research requests shall be made in writing to the Director of Education, providing details of the proposal as outlined in the TCDSB External Research Application.
3. The Research Review Committee will assess all external requests to conduct research at TCDSB and make recommendations to the Director.
4. Insofar as external research projects are approved by the Board, the principal is not obliged to accept the project in his or her school. Participation in research by staff, students, parents, or a school is voluntary and requires obtaining active informed written consent.
5. All research projects shall be conducted in accordance with the procedures as outlined and approved in the research request, and all personal information shall be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act and its Regulations.



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6. Consistent with the Education Act, those researchers who will have direct contact with students are required to complete a Police Reference Check (Vulnerable Sector Screening) that is satisfactory to the Board prior to commencing research. The check must be executed within the preceding six months of the start of the research project and any related costs will be the sole responsibility of the research applicant.
7. All research approved should be consistent with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2018) and align with Board priorities. Approval of a research project by the Board does not mean the Board endorses the study. It means that the research methods for the study have been approved and external research applicants can proceed with recruiting research participants.
8. All research shall be conducted in a manner which ensures confidentiality and anonymity of individuals and schools. The Toronto Catholic District School Board, as an entity, must be assured of confidentiality and anonymity unless otherwise approved.
9. Researchers will provide parents/guardians with information about an approved research project prior to the research being conducted according to approved informed consent procedures. Participation in an individual research project is voluntary.
10. The approval of any request is given with the understanding that a copy of the findings, including interim and final reports and published results of the research, would be provided to the Toronto Catholic District School Board.



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**Definitions:**

**Anonymity**

All information gathered does not contain identifying information.

**Confidentiality**

As per professional research standards of practice, it is the responsibility of the researcher(s) to ensure that all information gathered is secured and remains undisclosed.

**Informed Consent**

Prospective participants are informed about the details of the research and voluntarily express agreement to become a participant in the project.

**Research Review Committee**

The TCDSB Research Review Committee is comprised of TCDSB staff that review and consult on external research applications that are consistent with standard research practices, board priorities and with consideration for demands on the system.

**Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

An annual report on approved external research projects shall be presented for the information of the Board. This will include a summary of findings from completed projects.