



# GUIDELINES FOR CONDUCTING RESEARCH STUDIES IN SURREY DISTRICT SCHOOLS

1. Research applications will be considered from district personnel, university or college faculty members and students, and agencies or Ministry groups.
2. Preference will be given to research projects requested by district personnel. These may include individual, school-based, or district projects. Support in developing methodology, preparing surveys, and analyzing results is available from the Research Department.
3. Research conducted in District schools must adhere to the policy and regulation (attached).
4. A copy of the final report outlining the major findings of the project is required of all researchers who conduct studies in Surrey schools and must be submitted through the Research Department. Researchers may also be asked to provide a 2-page abstract of their study for possible publication in a district document.
5. Applicants affiliated with a university must ensure that their completed application forms are accompanied by a copy of their proposal, together with consent forms and a letter from the appropriate ethical review committee at their institution.
6. Faculty advisers or course instructors are to review their student's proposal before a research application is sent and indicate, by signing the application form, their approval of:
  - a) the reasonableness of the request
  - b) the design
  - c) the sampling procedure, and
  - d) the suitability of the evaluation instruments

Questions may be addressed to:

Surrey School District  
Research & Evaluation Department  
14033 92<sup>nd</sup> Avenue  
Surrey, BC V3V 0B7  
Telephone 604-595-6185  
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