Ottawa-Carleton Research and Evaluation Advisory Committee

THE APPROVAL PROCESS

Submit proposal to the Committee by one of the application deadlines: September 15 • November 3 • January 5 • February 27 • April 27

Meetings are held approximately *three weeks* after each deadline and researchers are notified of decisions, in writing, approximately *three weeks* after the meeting *(total 6 week turnaround)*:

Reject Deferred (more info needed)

Approve with minor revisions

Approve

Revise and resubmit

Research Officers in individual Boards notify Principals of projects that have been approved (after revisions have been accepted).

The researcher is permitted to contact Principal(s) for recruitment in their approved study. Principal(s) and/or teachers may either **agree** or **refuse** to participate.

AGREEMENT

REFUSAL

In consultation with schools, the researcher:

- sends out information letters and consent forms
- collects completed consent forms and arranges times to collect data

The researcher collects the data as specified in the proposal.

The researcher provides a written summary of the project to the school(s).

At the end of the year of approval (by June 30th), the researcher completes the Status Report Form and sends to the Chair of the Committee.

The Committee includes a summary of the project in its annual Directory of Non-Board Initiated Research.