Ottawa-Carleton Research and Evaluation Advisory Committee THE APPROVAL PROCESS Submit proposal to the Committee by one of the application deadlines: September 15 • October 30 • January 8 • March 1 • April 29 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): Approve with **Deferred (more** Revise and Reject Approve minor revisions info needed) 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. REFUSAL AGREEMENT 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. At the end of the year of approval (by The researcher provides a written summary June 30th), the researcher completes of the project to the school(s). 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.