

External Research Applications: Frequently Asked Questions (FAQs)

1. I am a Dufferin-Peel employee and I would like to conduct research for my graduate degree. Do I have to submit an External Research Application?

YES, all external research projects that are not affiliated with Dufferin-Peel's internal projects must be reviewed and approved by the Research Committee, prior to implementation. External research projects include, but are not limited to: Dufferin-Peel staff pursuing personal goals and credentials (e.g., a graduate degree/project), external agencies (e.g., publishers, research firms or consultants), and university or college students completing research projects

2. Where can I find information on moral teachings of the Catholic Church?

Please refer to the Catechism of the Catholic Church for an outline of Catholic Church teaching. For more information, visit the Archdiocese of Toronto's website:
<https://www.archtoronto.org/>.

3. My research application was rejected. Can I re-apply?

Dufferin-Peel encourages applicants to re-apply with a different project and/or with significant revisions to the previously rejected project.

4. What incentives are allowed for participants?

Dufferin-Peel allows incentives for groups (e.g., honorarium or gift cards to the class or school, pizza lunch for students). Incentives for individuals (e.g., gifts to individual students or staff) are NOT permitted.

5. Can Dufferin-Peel provide contact information (e.g., email listservs, student or staff names)?

Due to privacy concerns, Dufferin-Peel DOES NOT provide contact information to research applicants.

6. My research application was previously accepted, but requires amendments. Do I need to re-submit an External Research Application?

Research applicants who require amendments to their project MUST re-submit an application with the changes, prior to implementation. Please submit the amendments online (select "I am submitting a REVISED external research application.") and send a hard copy (see the mailing address found on the Research Application webpage).

7. When can I expect a response regarding my research application?

Research applicants can expect a response between 4 to 6 weeks after the deadline.

8. Do I need a Vulnerable Sector Check?

YES, research staff who come into contact with students MUST have a valid Vulnerable Sector Check (within the last six months), prior to the start of the project. A valid Vulnerable Sector Check is required throughout the duration of the research project. Please note that different

police services have different processing times. It may take weeks to months to receive your Vulnerable Sector Check.

9. In my application, I forgot to include information (e.g., files) related to my project. What do I do?

Please send any missing information related to your application to the Executive Assistant (see contact information on #14). Given the volume of applications we receive, there may be a delay in processing and reviewing your application.

10. How long a period of time is the research application approval for? Do I need to renew my application if it is a longitudinal project?

The approval is for the duration of the research project, as specified in the Research Application. You DO NOT need to renew your application (e.g., on an annual basis), once your project has been approved. If you have amendments, they MUST be approved, prior to implementation (see #6). If you only need to extend your research project, please send an email to the Administrative Assistant (see contact information on #14). You do not need to submit an application to extend your project, but you must inform the individuals involved (e.g., principal[s], staff).

11. The chair is unable to sign my application as they are away. Will my application be reviewed if I forward their signature upon their return?

NO, Dufferin-Peel does not review applications without appropriate signatures. All signatures must be included in the online and hard copy submission for the application to be reviewed.

12. Is there someone at Dufferin-Peel who can assist with my research?

Dufferin-Peel DOES NOT provide assistance to external researchers.

13. Can I conduct in-person research at Dufferin-Peel?

No, given the on-going Covid-19 pandemic, in-person research projects are not allowed at this time.

14. Who do I contact for more information?

Please direct your inquiries to Caroline McFarland (caroline.mcfarland@dpcdsb.org), Executive Assistant to the Superintendent of Equity, Policy, Strategy, Research. In your correspondence, please include the project name in the subject line.