



# External Research Applications Frequently Asked Questions (FAQ)

## 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.

## 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.

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**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.

## 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/>.



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**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).

## 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.

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**When can I expect a response regarding my research application?**

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





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## 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.

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## 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 Administrative Assistant (see contact information on #13). Given the volume of applications we receive, there may be a delay in processing and reviewing your application.



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## 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 #13). You do not need to submit an application to extend your project, but you must inform the individuals involved (e.g., principal[s], staff).



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## 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.

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## Who do I contact for more information?

Please direct your inquiries to Ertha D'Anna, Administrative Assistant to the Superintendent of Policy, Strategy, and Global Learning.

In your correspondence, please **include the project name** in the subject line.



ertha.danna@dpcdsb.org  
905 890 0708, ext. 24631

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

Dufferin-Peel **DOES NOT** provide assistance to external researchers.