



**KINARK CHILD AND FAMILY SERVICES
RESEARCH REVIEW COMMITTEE
PROPOSAL SUBMISSIONS**

SECTION A – RESEARCHER BACKGROUND INFORMATION

Title:
Name of applicant:
Email address:
Name of supervisor (for university students)
Supervisor contact information:
Organization:
Date of submission:
Anticipated start date:
Anticipated completion date:

SECTION B – DESCRIPTION OF PROPOSED RESEARCH/EVALUATION

Project Summary (half page max):

A brief summary of the proposed project explaining its relevance to the field of knowledge or rationale for the project, the main objectives, the research questions to be answered, and major hypotheses, if applicable.

Literature Review (2 pages max):

The relevant literature supporting the rationale for the project should be briefly summarized and critically analyzed explaining how the research question and objectives of the proposal align with and enhance the current state of research in the area.

Literature Review (continued):

Methodology (3-4 pages max):

Participants:

Sample size and justification, criteria for selection of subjects (inclusion/exclusion criteria), proposed research sites (or participating program sites), strategies for recruiting subjects, strategies to obtain consent to participate (include consent form), strategies to be used to protect confidentiality/anonymity of subjects/data and strategies for compensation of participants and withdrawers, if applicable.

Materials:

Description of proposed data collection measures or instruments to be used, including psychometric properties, if applicable.

Design:

Description of the type of research design to be employed (experimental, case study, quasi-experimental, correlational, longitudinal, etc) and type of data to be collected.

Procedure:

Detailed procedure for conducting the research/evaluation and collection of data (roles and responsibilities, timeline for collection, etc). When project is complete, proposed plan for ensuring confidentiality of data, including storage, coding procedures and ultimately data destruction (by whom, how, after what time period, strategy to handle data of those who withdrew from participation).

Expected Results:

Description of proposed data analysis, anticipated findings and implications for findings.

SECTION C – IMPACT OF PROPOSAL (1/2 PAGE)

Constraints and Limitations of Project:

Description of risks and benefits of the research and mitigation strategies (if applicable) as well as an identification of any possible risks around Conflict of Interest.

Impact on Kinark Child and Family Services:

Description of Kinark resources required, including assistance required to identify subjects, use of physical space to conduct research, staff training or cooperation needs, requests for statistical reports from database, data extraction, etc.

SECTION D – KNOWLEDGE MOBILIZATION (1/2 PAGE)

Knowledge Mobilization Plan:

Description of how and to whom results of the current research will be communicated.

Attachments to include:

- C.V. (for external researchers, including academic supervisor for students)
- Draft Information Letter for Participants regarding the research
- Draft Letter of Informed Consent
- Documented ethics approval from appropriate organization (for external researchers)
- Court Order (For Youth Justice Projects)

Please submit this application and the above attachments (if applicable) to research@kinark.on.ca.