Please refer to the Roots of Empathy Research Policy Guidelines when completing this application. Adherence to the guidelines and criteria will expedite the review process by minimizing the frequency of conditional approvals and requests for revision.

### IDENTIFYING INFORMATION

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<th>Title of Study:</th>
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<th>Preferred Start Date:</th>
<th>Estimated Completion Date:</th>
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<th>Name of Principal Investigator(s):</th>
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<th>Institution/Agency:</th>
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Please check all that apply:

- [ ] Doctoral Thesis
- [ ] Postdoctoral Research
- [ ] Contractual Project
- [ ] Institutionally funded project (e.g., University, hospital, agency)
- [ ] Externally funded project
- [ ] Other (please describe):  

This is to certify that this research proposal has been vetted for and meets standards for sound academic research design and methodology, and the ethical, moral, and legal standards for research with human participants.

Name of Supervising Authority (please print): ________________________________

Position: ____________________  Institution/Agency: ______________________

Telephone: _________________  Signature: ________________________________

Please include a copy of the signed research ethics review board approval with this application.
1. **OVERVIEW OF THE STUDY AND ITS GOAL(S)**
   Provide a brief description of your study.

2. **RELEVANT LITERATURE**
   Attach a brief summary of the project’s theoretical framework and highlights of the most relevant literature (approx. 1-3 pages).

3. **PROBLEM TO BE INVESTIGATED**
   Include the research questions and hypotheses.

4. **IMPORTANCE OF THE STUDY**
   Describe the relevance and value of the study to Roots of Empathy. Describe any benefits for participants of the study.
5. **RESEARCH DESIGN**

a) Describe the general research design, methodology, and procedure of the study.

b) Describe the key concepts being measured and the specific data collection tools to be used. *Include copies of all tests, questionnaires, interviews or measures.*

c) Indicate the date(s) for data collection.

d) Describe where the study will be conducted.

e) Provide a copy of all information letters to be used that outline the purpose and scope of the study, and include the commitments required of all potential participants.
6. **DATA ANALYSIS**
   Briefly describe the proposed methods of data analysis.

7. **PARTICIPANT INFORMATION**
   a) Specify the number of schools and/or Childcare Centres requested:
   
   b) Names of preferred schools and/or Childcare Centres (if known):
   
   c) Number of students (Include grade levels, number of classes etc.):
   
   d) Number of teachers (Include grade levels, etc.):
   
   e) Number of parents, if applicable:
   
   f) Number of Roots of Empathy Instructors, if applicable:
   
   g) Number of Seeds of Empathy Literacy Coaches, if applicable:
   
   h) Number of Seeds of Empathy Family Guides, if applicable:
   
   i) Number of other staff affiliated with Root of Empathy or Seeds of Empathy, if applicable:
   
   j) Describe how participants will be selected:
   
   k) Indicate how much time will be required of participants:
8. **CONFIDENTIALITY AND CONSENT**

a) Describe how participants will be prepared prior to the study and debriefed after their involvement (e.g. including provisions for follow-up support where applicable).

b) Describe the method to be used to obtain informed participant consent. **Copies of all consent letters must be included.**

c) Describe the provisions and safeguards that will be taken to ensure security and confidentiality.

d) Describe procedures and timeframes for the use, retention, disclosure and disposal of data.
9. REPORTING RESULTS

a) What are your intended plans for the future use and/or publication of results?

b) It is required that an electronic copy and a hard copy of the completed report be submitted to Roots of Empathy. (Please note that this report may be circulated internally).

Indicate an expected date for submission of completed report: _____________

I agree that:

- Information collected as part of this study will not be used for any purpose other than that described in the application without written authorization from Roots of Empathy.

- All individual identifiers will be destroyed after completion of the data analysis.

- No individual to whom personal information relates will be contacted directly or indirectly after completion of the research described in the application.

- Participants will not be identified in any report emanating from this research.

__________________________________   __________________
Signature of principal investigator     Date of submission

Please address any questions to:
Leah Starrett
Manager, President’s Office
lstarrett@rootsofempathy.org

Revised: October 2014
Research Application Checklist

I have checked to see that my application complies with the following requirements:

1. The application has the prior approval of the agency or institution with whom the researcher is affiliated. For example, if you are associated with a university, it is required that your proposal successfully completes the ethical review process in your organization prior to submission to Roots of Empathy. A copy of the ethics approval is submitted with this application.

2. The Roots of Empathy research application is completed; it is not acceptable to fill out various sections of the application by referring to other documents or materials submitted. The application is submitted in a typed form (handwritten applications will not be accepted).

3. Copies of all data collection instruments are included. Insofar as possible, copies should be final. Any changes to the submitted data collection instruments require review and written approval by Roots of Empathy.

4. A copy of an Information Letter to Schools and/or Early Childhood Education Centre that outlines the purpose and scope of the study, and includes the commitments required of all potential participants is included.

5. Parental permission is required for any research involving students under 18 years of age. Copies of information letters and consent forms for students/children and/or parents must be included with the application materials. In some cases, the Research Review Committee may request the translation of these materials.

6. The demands on participants have been considered.

7. The names of preferred schools have been provided. (This is not required but may expedite the application process.)

8. Pledge that certification of a Criminal Records Background Check will be submitted for any person(s) who will have direct involvement with students/children.

9. Five (5) hard copies of the research application form and supporting materials have been included.

Send your submission to:
Research Review Committee
rrc@rootsofempathy.org
Roots of Empathy
250 Ferrand Drive, Suite 1501
Toronto, ON M3C 3G8
Canada