

## Instructions and Guidelines for the Preparation of a Research Application

### **Preparation and Presentation of a Research Request Application**

All applications to the Parole Board of Canada to conduct research must be prepared in accordance with the Research Request Application Form.

Once completed, research proposals must be forwarded to the Performance Measurement Officer. The Performance Measurement Officer will be your main point of contact throughout the application process.

### **Definitions**

Research: is the systematic examination of a question using social science methodologies (quantitative or qualitative) in order to further knowledge on a particular issue.

External research proposal: any research proposal/request by an individual or organization that is outside the Parole Board of Canada or one of its federal criminal justice partners.

### **Further Considerations**

In the event that the proposed research involves other federal government agencies, provincial, territorial or municipal governments, or other stakeholders and organizations, it is the responsibility of the researcher to obtain approval from the relevant agencies, governments and/or organizations to undertake these components of the research.

For research affiliated with a university or independent organization, approval must be obtained for the proposed research project from the researcher's respective ethics committee prior to submitting the Research Request Application to the Board.

### **Research Application Review Process and Approval Criteria**

Research must support:

- the Parole Board of Canada's strategic outcome, conditional release and record suspension decisions and decision processes that safeguard Canadian communities; and
- its primary mandate to contribute to the maintenance of a just, peaceful and safe society by means of decisions on the timing and conditions of release that will best facilitate the rehabilitation of offenders and their reintegration into the community as law-abiding citizens (*CCRA*, s.100), as well as record suspension decisions where the Board is satisfied that its decision would provide a measurable benefit to the applicant and would sustain his or her rehabilitation in society as a law-abiding citizen (*CRA*, s.4.1(2)).

The proposed research will be assessed on:

- Potential value of the project to the Parole Board of Canada;
- Quality of the proposal in terms of the research design and methodology;
- Qualifications of the researcher(s);
- Costs to the Parole Board of Canada in terms of financial and human resources;
- Imposition on regional and national sites; and
- Potential contribution to knowledge relevant to the criminal justice system and in particular, the Parole Board of Canada.

Possible outcomes include:

- Accept as submitted;
- Accept with minor changes;
- Request substantial changes and recommend a resubmission; or
- Reject.

Applicants will be notified by mail of the decision regarding their research application by the Parole Board of Canada within 40 working days of the receipt of the research application by the Performance Measurement Officer. If there are exceptional circumstances in which the Board requires additional time for review, the applicant will be notified immediately.

If approved, research applicants will be asked to sign a research agreement with the Parole Board of Canada. At that time, they will also be informed of any procedural or operational requirements that must be met in order for the research to proceed (i.e. security clearance).

Research Request Application

**SECTION 1: Identification**

<b>NAME OF PRINCIPLE RESEARCHER(S)</b>	
1)	
<b>ADDRESS</b>	<b>TELEPHONE/FAX/EMAIL</b>
2)	
<b>ADDRESS</b>	<b>TELEPHONE/FAX/EMAIL</b>
<b>ORGANIZATION AFFILIATION(S)</b>	<b>POSITION(S) AND TITLE(S)</b>
<b>FUNDING AGENCY (if applicable)</b>	
If student research, provide the following information for the student's faculty supervisor:	
<b>NAME:</b>	<b>POSITION:</b>
<b>ADDRESS:</b>	<b>TELEPHONE/FAX/EMAIL:</b>
<b>NAMES OF OTHERS WHO WILL HAVE ACCESS TO INFORMATION/DATA</b> (for example, research assistants)	
1)	2)
3)	4)
<b>REFERENCE(S)</b> (include name, contact, and relationship)	
1)	
2)	
3)	

**PRIVACY NOTICE STATEMENT** The information you provide in the research request application is collected under the *Corrections and Conditional Release Act* for the purpose of processing your research request. Failure to provide this personal information may result in your research request being denied. You have the right to the correction of, access to and protection of, your personal information under the *Privacy Act*. Personal information collected through the processing of your application will be stored in the Public Communications Personal Information Bank Number PSU 914 and can be accessed and assessed for accuracy by sending a written request to the Access to Information and Privacy Coordinator, Parole Board of Canada, 410 Laurier Ave West, Ottawa, ON K1A0A4.

## **SECTION 2: Research Description**

Using the titles listed below; please attach a document that includes the following information:

1. Title of Research Project
2. Objectives of the Research/Research Question
3. Background/Literature Review
  - Include benefit(s) to the Board of participating in the research
4. Methodology
  - Type of design
  - Sample design and criteria for selection of research participants
  - Data collection, recruitment procedures and measurement tools
  - Strategies to be employed to protect confidentiality and anonymity of individual research participants and data
  - Proposed techniques for analysis of data
5. Limitations of Research
6. Time Line for Completion of the Research
7. Plans for the Communication/Dissemination of the Research Results

## **SECTION 3: Additional Requirements**

The researcher must attach a copy of the research ethics board approval for university/college-sponsored research or other institution-sponsored research.

The researcher must attach a resume or curriculum vitae.

For additional information, please contact:

Performance Measurement Section  
Parole Board of Canada  
410 Laurier Avenue West,  
Ottawa, ON  
K1A 0R1

Email: [PerformanceMeasurement.GEN-PBC-CLCC@csc-scc.gc.ca](mailto:PerformanceMeasurement.GEN-PBC-CLCC@csc-scc.gc.ca)