

Administrative Procedure 449

Human Resources

RESEARCH, INNOVATION, AND DISSEMINATION INCENTIVE

BACKGROUND

Charter Schools in Alberta are required by legislation to:

- demonstrate collaboration or engagement with a post-secondary institution or a school division;
- provide evidence that the charter school uses research-informed practices to create innovative learning environments and improve student learning outcomes;
- provide improvements to the education system as a whole; and
- enhance education research and innovation in Alberta.

Westmount's charter board recognizes that significant research can take place in the form of classroom or school-based research with or without direct engagement of a post-secondary institution. Subject to available resources, the board may make research, innovation, and dissemination (RID) incentive funding available, as budgeted annually, to comply with legislation and to enhance and develop gifted programming from the inside out at Westmount through a variety of research approaches.

PROCEDURES

1. Application Process

- 1.1 The applicant will submit the completed Westmount Charter School RID Application Form, including all required supporting documents, to the human resources director.
- 1.2 The applicant will have continuous contract status with Westmount.
- 1.3 A maximum of one RID incentive may be approved per employee per fiscal year.
- 1.4 Incentive funds may be combined to support a team-based research project, subject to available funding. Applications will be accepted throughout the school year, pending the availability of funds as determined by the annual budget. Submission does not guarantee funding approval.
- 1.5 Priority may be given to proposals that align closely with Westmount's strategic goals, support gifted education, or demonstrate system-level impact.

2. Criteria

- 2.1 Research must:
 - 2.1.1 be relevant and have a clear educational benefit to Westmount Charter School;
 - 2.1.2 focus on an inside out approach to leadership, teaching, and learning;
 - 2.1.3 follow appropriate action research or formal research project protocols; and
 - 2.1.4 comply with the Alberta Technology and Innovation Act (ATIA) and the Personal and Organizational Privacy Act (POPA), as applicable.
- 2.2 Westmount Charter School Society retains the intellectual property rights associated with any research projects, implementation of innovative practices, or dissemination media undertaken by its employees.

- 2.3 The board encourages teachers to share their research findings within the school and in the broader educational community.

3. Selection Committee

- 3.1 The selection committee will include, at minimum, the superintendent, the human resources director and the school's principals.
- 3.2 The committee will review applications based on alignment with criteria, merit, and available funding.

4. Incentive Funding

- 4.1 The availability and amount of incentive funding will depend on budget allocations approved annually by the board.
- 4.2 Funding decisions will be based on the merit of each application, as assessed by the Selection Committee.

5. Approval

- 5.1 If a proposal is approved, the human resources director will provide a letter to the applicant and the principal, indicating:
 - 5.1.1 that the research has been approved subject to the specific conditions; and
 - 5.1.2 that a copy of the research report and results must be submitted to the superintendent upon completion.

Legal References: *Education Act*
 Charter Schools Regulation
 Alberta Technology and Innovation Act (ATIA)
 Personal and Organizational Privacy Act (POPA)

Date of Adoption: October 3, 2019
Date of Revision: October 15, 2025
Due for Review: October 15, 2028

WCS Research, Innovation, and Dissemination (RID) and Fund Application

Please submit the completed form to the office of the Director, Human Resources.

Applicant Information

Employee(s) Name: (please print) _____ Date: _____

Research Project Information

(Attach your final research proposal as a separate document).

1. Research Focus

- What is the central question, problem, or issue being explored?

2. Value to WCS

- Describe how this research will contribute to Westmount's vision and mission, priorities, and/or practices.

3. Project Overview

- Provide a detailed overview, including:
 - Implementation strategies
 - Preliminary review of relevant research
 - Timelines (start and anticipated completion dates)
 - Communication and progress updates
 - Indicators of success and expected outcomes/deliverables

4. Collaboration and Engagement

- How will colleagues, students, or parents be involved in this project?

5. Knowledge Sharing

- How will findings and key insights be shared within the school and externally (e.g., presentations, reports, publications, conferences)?

Funding Request

Resources Required

- Identify resources needed to complete the research (e.g., materials, substitute coverage, or other supports).

Substitute Days Requested (*recoverable at current cost*): _____

Additional Funding

- Additional resources may be requested upon project completion if sharing results involves presentation at a local, national, or international conference.

Total Amount Requested: \$ _____

Signatures and Approvals

Employee Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

Superintendent Signature: _____ **Date:** _____

Total Amount Approved: \$ _____