

CERC-HECW Full Research Protocol Template for CERC-HECW Projects

Project overview:

- Project # (assigned when short proposal is approved)
- Project title (if different than short form proposal)
- Date of short proposal approval by CERC HECW
- Date of this full submission to CERC HECW

Roles and Responsibilities:

- Most responsible PI Name and affiliation
- Co-PI Name(s) and affiliation(s)
- Names of HECW project team members and roles
- Name(s) of community/organization partner(s), if applicable
- Name(s) of people responsible for community engagement
- Primary contact name(s) and role(s) at the partner organization(s), if applicable:
- Name of person primarily responsible for data collection, use and disclosure of project data
- Name of person responsible for data analysis
- Name of person responsible for creation of metadata

Project Overview

- HECW program theme:
 - Social determinants and Community Wellbeing
 - Health Equity and Accessibility
 - Indigenous Health and Disability
 - Digital Health and Technology
- Full project aims/objectives
- How does this project align with CERC HECW?
- Why is this important to Canadian context?
- Why is this project important / benefit(s) to the community/organization partner(s)?
- Short literature review supporting aims/objectives
- Describe community partner engagement in project development
- Describe EDIA process, if applicable

Methods:

- Describe project methodology
 - Who are data respondents?
 - Who are research partner(s)? Other research stakeholders?
- How will respondents be recruited?
 - Will consent form be needed?
- Describe data sources and type(s): (clinical notes; interviews; survey; secondary data; archive; artwork, digital type, open source etc)
 - Are data considered to be 'sensitive' (personal information or personal health information)
 - What is the authority for data collection, in relation to the project purpose (consent, data sharing agreement, legislative authority)?
- From where will the data be collected? (data partner or direct from respondent)
- How will data be collected (secure data transfer; paper; online survey)
- Describe proposed data storage platform during collection, use and disclosure
- Describe how human subject privacy will be protected/de-identified (privacy protection protocol – separation of personal information and collected data; collection of only human subject ID etc)
- Describe process for community partner engagement in data collection, use and disclosure?
- How will data quality, timeliness and integrity be assessed?
- How will data be “locked” for data analysis?
- How will access to data be determined?

Results:

- Describe data outputs (e.g., aggregated tables/graphs, narratives, qualitative analysis, artwork, academic paper, report etc)
- What are expected outcomes/results
- Describe the process for community/organizational input into interpretation, (if applicable):

Knowledge sharing and outputs

- Who will be the recipients of analytic output for review and interpretation?
- What will be the modalities of knowledge sharing:
 - Academic journal
 - Open science publication
 - Social media

- Investigative paper
- To be determined by community/organization partner
 - Other _____
- Describe process of knowledge sharing and community partner involvement in this activity
- Describe process of capacity building (if applicable):

EDIA Plan

Please describe how your project aligns with EDIA best practices across the project lifecycle - TBD

Community Engagement Plan

For each community partner, please describe the following:

- Partner/organization name:
- Community partner main contact [name, role and email]:
- Purpose of their engagement
- Describe how you will engage with the partner throughout the project lifecycle:
 - Project Planning
 - Data collection
 - Analysis
 - Knowledge outputs
 - Knowledge sharing
 - Re-use and/or continued use of collected and generated information; have the research participants (through initial consent) and the data partner agreed to this and under what conditions?
 - Plan for building continued equity and wellbeing human resource capacity, if possible
 - Potential for future engagement beyond this project
- What will be the demonstrated benefit(s) to the research partner(s)?

Indigenous Community Engagement Plan

- Review CARE, OCAP, and National Inuit Strategy on Research and TCPS, Chapter 9.
- Please determine how the First Nation, Metis or Inuit community partner will be engaged, during each stage of the project/data management lifecycle for this project (see community engagement above)
- Please describe the process for data sovereignty/data stewardship and the principles of OCAP, CARE and the TCPS, Chapter 9 (as above), will be fulfilled.

- Please describe how the outputs will be used/disseminated, according to the wishes of the community partners.
- Please describe how the data will be stored and/or archived for future use, according to community wishes.