Six Nations Council Research Ethics Committee Protocol

The Ethics protocol, otherwise known as the application for ethics approval, is comprised of three sections:

- **Section 1** is a coversheet that records your contact details and the title of your project.
- **Section 2** is a checklist of mostly yes/no responses that identify key issues.
- **Section 3** is the proforma that provides the Ethics Committee with more detail about your project and particularly your interaction with research participants and Indigenous knowledge.

Please complete all three sections and submit 4 copies and the original to the Ethics Committee Secretary at least ten (10) business days prior to a regular Ethics Committee meeting.

Section 1: Coversheet

Researcher's name _____
(If there is more than one researcher please indicate who should receive correspondence)

Researcher's School/ Institution _____
and Division/Dept
_____

Postal Address _____
for Correspondence
_____

Telephone numbers **H**_____ ___ **C**_____

Email _____

Please circle the type of research being undertaken:

Staff *PhD* *Professional Doctorate* *Masters Research* *Masters Coursework* *Grad Dip/Grad Cert*

Commercial *Honours* *Undergrad* *Medical/Clinical* *Other* _____

Title of Project: _____

Plain English Title: _____

Proposed commencement date _____

If researcher is a student:
Supervisor's name: _____

Supervisor's email address: _____

Supervisor's telephone number: _____

Applicant's Acknowledgement and Consent

I, _____, the undersigned hereby represent and warrant that I am duly authorized to submit this application and provide information on behalf of any other party mentioned herein. I swear that the information submitted in this application is true, correct and complete to the best of my knowledge. I hereby authorize and instruct the Six Nations Elected Council, its agents, successors, and employees to obtain necessary information regarding this application from any source for the purpose of verifying the content of this application and deciding whether to grant permission for the above requested activity. If my request is approved, and the research permitted, I agree to accept all liability arising and resulting from the approved research. I further absolve Six Nations Elected Council, its agents, successors, and employees of any liability associated with, arising, or resulting from the approved research. I declare that I have read and understood the Policy for Conducting Ethical Research (SNCR **GC#213/06/16/2009**) and hereby certify that I have fully considered the ethical implications of the proposed research and believe that research will be conducted pursuant to applicable Six Nations, Provincial and Federal guidelines, policies, regulations and legislation.

_____ _____

Signature **Date**

Supervisor Approval (if applicable)

I, _____ , the undersigned hereby represent and warrant that I am duly authorized to support this application. I certify that the protocol is complete and the research will be conducted in accordance with the Policy for Conducting Ethical Research and in an ethical manner. I swear that the applicant has obtained ethical research approval from the institution I represent prior to submitting this application for further ethics approval. I covenant that I will cooperate with the Six Nations Council Research Ethics Committee on all reasonable requests and furthermore that I will contribute meaningfully to any conflict resolution that may be required in the event research resulting from this application's approval is reported as not in compliance with the Policy for Conducting Ethical Research.

_____

Signature of Applicant's Supervisor (if applicable)

_____

Date

Please note that protocols which do not provide sufficient information for the Ethics Committee to make an adequate assessment may be returned for revision.

Section 2: Checklist

Please circle your response to each of the following questions:

Does the research involve participation of Aboriginal or Six Nations people who have been selected as research participants because they are North American Indians? **YES / NO**

Does the research involve any artifacts that are of cultural, spiritual or religious significance to Aboriginal or Six Nations people? **YES / NO**

Does the research involve an unusually dependent relationship between the researcher and any of the research participants? **YES / NO**

Could the research place research participants in an unusually vulnerable situation? **YES / NO**

Is there any potential risk (physical, emotional, social or legal) to individual participants' well being, beyond that normally encountered in everyday life, as a result of their involvement in the research? **YES / NO**

Does the research involve the administration or application of drugs and/or Clinical Trial Notification Scheme (CTN) documentation? **YES / NO**

Is there any reasonable likelihood that the research will result in the reporting of suspected child abuse? **YES / NO**

Is there any potential risk to the researcher's safety, beyond that normally encountered in everyday life, as a result of their involvement in the research? **YES / NO**

Do you plan to vary the usual written consent processes? **YES / NO**

Is the study known to involve research into illegal activities? **YES / NO**

Does the study have potential legal implications for the researcher or the Six Nations Council? **YES / NO**

Does the methodology of the research conform to the standards outlined in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*? **YES / NO**

Have you applied for funding for this research? **YES / NO**

If YES, please list the names of funding/grant bodies applied to and the type of funding sought:

_____

_____

_____

What research methodologies will you use (check those applicable)

- O Anonymous questionnaires
- O Questionnaires requesting intimate personal, identifying, or sensitive information
- O Internet questionnaires
- O Other questionnaires
- O Face to face interviews which do not request personal or sensitive information
- O Face to face interviews which request personal or sensitive information
- O Observation of participant's usual activities
- O Focus groups
- O Observation of an activity set up for the purposes of the study
- O Action Research
- O Access to medical records or records which contain intimate personal information, and are individually identifiable and are not publicly available
- O Experiment or testing of a procedure, drug or equipment
- O Other (please specify)

  _____

Please check the group(s) from which your sample of participants will be drawn for this study

- O Aboriginal/Indigenous people
- O Children or young people under the age of 18
- O Non Aboriginals
- O Patients of a hospital or clinic
- O Six Nations members only
- O Prisoners or people in the custody of correctional services
- O On reserve Six Nations people
- O Off Reserve Six Nations people
- O Other (please specify)

  _____

List the organizations/institutions where data collection and research will be undertaken. (Please note that written approval from all organizations must be obtained before the research can commence).

Will the research involve access to individuals, clients or records required from any organization? **YES / NO**

If YES, has approval been received from these organizations? **YES / NO**

Will you access individually identifiable information about participants from any government department? **YES / NO**
Or
from another organization (for example information from INAC concerning Indian registration, education, funding, Hospital, or Health Canada, or provincial welfare, OHIP, health department, or correctional services)? **YES / NO**

If YES, list the government department(s) and/or organization(s)

Have you received approval to access this information from the government Department/organization listed above? **YES / NO**

Please share how you have engaged the community, or intend to engage the community, in approving, advising on and managing your project:

Please indicate the measures you have taken to mitigate the risks of misuse or misappropriation of tangible and intangible cultural property of Six Nations:

Are the following appendices attached?

- O Appendix 1 **Reference list**
- O Appendix 2 **Research tools** ***(if applicable for this study)***
- O Appendix 3 **Recruitment material** ***(if applicable for this study)***
- O Appendix 4 **Information sheet**
- O Appendix 5 **Consent form** ***(if applicable for this study)***
- O Appendix 6 **Correspondence** ***(if applicable for this study)***

Language of the consent form, information sheet and any other material provided to research participants if other than English.

_____

How do you intend to report your research?

- O Thesis/dissertation
- O Conference presentation
- O Journal article/s
- O Commissioned report
- O Research paper
- O Other (please specify) _____

Will you present your research findings to the community at a public forum organized by the Ethics Committee? **YES / NO**

Will research participants have the opportunity to receive a copy of your final report if they wish? **YES / NO**

Will research participants receive any payment in relation to their participation? **YES / NO**

Ethics approval will not be finalised until copies of all necessary materials have been received by the Secretary of the Ethics Committee.

Section 3: Ethics Protocol Proforma

Please keep your responses as brief as possible while providing enough information for members of the Ethics Committee to gain a good understanding of what your research will involve. The *Policy for Conducting Ethical Research* provides guidelines about what the committee requires. Remember that members of the Ethics Committee might not have the same background in your area of study that you have. Your responses should be written in plain English for a non-expert audience.

The suggested length of responses is a guide only. Simple, uncontentious research might be adequately explained more briefly. Research projects with a number of component parts or which involve possible risks to the research participants will require more detailed explanation. Some questions might not be relevant to your study, for any that are not simply write N/A.

1 RESEARCH AIMS

1.1 **State the aims of your research** *(50-100 words)*

1.2 **Explain the need for, and value of, your research.** *(100-300 words)*
Place the aims in the context of existing research or practice.
Include a list of not more than 10 key references at **appendix 1**.

2 RESEARCH METHODOLOGIES

2.1 **List your research questions or hypotheses.** *(50-100 words*)
Your protocol should clearly identify the questions which you want your research to answer. Depending on your methodology, these questions may be refined as your study progresses.

2.2 **Outline your research design and methodology.** *(250-300 words)*
The ethics committee must be convinced that your research methods can be expected to produce valid results. Include a copy of your research tools as **appendix 2**.

2.3 **Indicate whether your research is the first stage of a larger project**. *(50-100 words)*
If it is, briefly explain your intentions for the development of your study to facilitate further ethics approval if you do extend your research project.

3 RESEARCH PARTICIPANTS

3.1 **Who will be approached or recruited to be research participants? How many participants will be involved in your study?** *(50-100 words*)

3.2 **List the selection and, if appropriate to your study, the exclusion criteria for participants.** *(50-100 words)*

3.3 **How will you recruit participants for your research?** *(200-300 words)*
If you will use advertisements, flyers or other recruitment material please provide a copy of these materials in **appendix 3**.

3.4 **How will you provide detailed information about your study to potential participants?** *(50-100 words)*
Include as **appendix 4** the information sheet/s that you will use.

3.5 **Describe how you will obtain consent to participate from those volunteering as participants for your research.** *(100-200 words)*
Include as **appendix 5** the consent form or forms that you will use. Please note that consent is not required for anonymous questionnaires. Return of the completed questionnaire indicates consent.

3.6 **If your research participants will be drawn from any dependent group (people who have an unequal power relationship with you or with an organisation which is cooperating in the research) please detail how will you ensure that participants do not feel under any obligation to assist you with your research.** *(100-200 words)*

3.7 **Describe how you will preserve participants' confidentiality as you collect and analyse the data and when you report the results.** *(50-100 words)*

3.8 **If there are any potential risks (physical, emotional, social or legal) to individual subjects' well being (beyond those normally encountered in everyday life) as a result of their involvement in the research, detail the steps that will be taken to address these risks including any support facilities such as counselling, debriefings or referrals.** *(100-200 words)*

3.9 **If there are any potential safety implications for yourself as the researcher (beyond those normally encountered in everyday life) please indicate how these will be addressed.** *(50-100 words)*

3.10 **If research participants will receive any payment, reimbursement or other benefit from participation in the research, please detail this and provide a justification for the level of compensation.** *(50-100 words)*

4 RECORDING, REPORTING, STORAGE AND ACCESS TO THE RESEARCH DATA AND RESULTS

4.1 **Describe briefly how the research data will be recorded, for example, audiotape, videotape, or written notes.** *(50-100 words*)
Please note that explicit consent must be obtained from participants if material is to be audio or videotaped or photographed. Provision for this should be included in the consent form.

4.2 **Describe what you will do with the recorded data once it has been analysed. In order for the Six Nations Council to comply with Canada Freedom of Information legislation your research data must be stored securely for seven years in a safe environment. Describe how and where the data will be stored.** *(50-100 words*)

4.3 **Specify who apart from yourself (and your supervisors if applicable) will have access to the research data and results, and any conditions to be placed on that access.** *(25-50 words)*

5 OWNERSHIP OF THE RESEARCH

5.1 **Detail who will own the data and the results of your research**. *(25-50 words)*
The Six Nations Council will retain ownership of any Indigenous knowledge collected.