

Research Advisory Council (RAC)

Researcher Responsibility Agreement

Title of Research _____

As the Principal Investigator:

1. I warrant that all of the information provided that is pertaining to this research is complete and correct in all respects.
2. I warrant that the research proposal meets the requirements of the *Tri-Council Policy: Ethical Conduct for Research Involving Humans*, in particular as it relates to free and informed consent, privacy and confidentiality, and data storage, and will be conducted accordingly.
3. I understand that a registered/university Research Ethics Board (REB) certificate of approval is required before any research can begin. A revised certificate is required to accompany the annual renewal or amendment application if the amendments require additional approval from the REB.
4. I have read Northwood's Researcher's Handbook and agree to abide by **Northwood's Guidelines for Researchers:**

- Researchers must conduct research at a time convenient to the facility/home, resident/client care routines, and staff schedules
- Researchers are responsible for all costs incurred during research, unless specifically documented in the 'Proposal Review Decision' letter, and agreed to by Northwood as follows:

- The Northwood Internal Liaison will assist in the identification of potential participants. With the individual's agreement will provide the Researcher with the name. The Researcher will be responsible to meet with the participant and gain the appropriate consent. In the situation where a potential participant is not felt to be capable of making their own decisions, the Northwood Internal Liaison will assure that an appropriate person is approached who can give consent if they wish to do so. The cost of notification will be provided for by the Researcher
- A plan for dissemination of the results of the research is to be included in the application
- Contributions by Northwood are acknowledged by the researcher in any written or verbal reports, publications or communiqués, keeping in mind the comments in the 'Intellectual Property' statement
- An annual progress reports is required; additional reports may be necessary depending on the nature of the research
- Researchers are expected to notify the Research Office promptly when the project concludes
- One hard copy (Word) and one electronic copy of the final report are to be provided to the Research Office. Additionally, an Executive Summary must be provided electronically for internal distribution and posting on the Northwood website, in a user friendly format for public review

Confidentiality Agreement:

I agree that all health information I may have access to, is to be dealt with in keeping with the policies and procedures of Northwood with respect to confidentiality. If identifying information is collected, the information will be kept secure and identifiers removed at the completion of the collection. I accept full responsibility for protection of information that has been collected by a delegate on my behalf.

Signature of Principal Investigator

Date