RESEARCH PROPOSAL GUIDELINES

Introduction: Please review the Researcher's Handbook provided for background information and assistance with completing the application. The Research Proposal should be no more than six pages, double-spaced. Please note if this proposal is part of a multi-project initiative.

Your proposal should include the following information, using these specific headings:

1. ☐ ***Executive Summary*** (1 pages maximum; in addition to the 6 page maximum as noted in the proposal)

2. ☐ ***Background for the Research Question***
   - A clear statement of the problem and significance being investigated
   - Briefly state What is known from the literature about this problem (key references, pilot projects, etc.)
   - Background of how/why hypothesis being tested (rationale for the project)

3. ☐ ***Purpose***
   - The goals of the project

4. ☐ ***Specific Aims***
   - Specific objectives of the project that will be carried out to achieve the goal

5. ***Methodology*** **(**Please describe)

   ☐ ***The Research Question***

   ☐ ***Participants***
   - The department/program/service area where the research will be carried out
   - Number of clients/residents/staff etc. to be recruited
   - The diagnosis of the clients/residents, if appropriate, and how diagnosis will be obtained
   - How the participants will be recruited (including making initial contact)
   - The inclusion and exclusion criteria

   ☐ ***Design***
   - The design of the study
   - The assessments that will be carried out
   - The diagnostic or therapeutic interventions that will be made
   - Primary and secondary measures of outcome to be used and why

   ☐ ***Data Analysis***

- The method of analysis and who will be conducting the analysis
- The importance and significance of the results

☐ *Safety*
- The risks and benefits to the participants of the proposed investigation
- How confidentiality will be maintained

☐ ***Consent*** (Forms to be attached as an appendix)
- Are the participants capable of giving informed consent on their own behalf
- How will this be determined
- How will consent be obtained
- If participants are not competent to give full, informed consent, who will consent on their behalf

☐ *Timeline*
- The time period the investigation will be carried out

6. ☐ ***Personnel/Budget***
- Personnel conducting the investigation
- The cost to carry out this study for Northwood
- Details on the internal and external funds available or applied for to cover the costs

7. ☐ ***Relevance of Research Project for Northwood*** (Please provide evidence of the following:)
- Congruence with Northwood's Purpose, Mission, Values, Strategic Directions, Goals and
- 'Ethical Guiding Principles for Research' (See Handbook)
- Compliance with 'NW Specific Criteria for Assessments of Proposals' and the 'Guidelines for Researchers' (See Handbook)
- Clear definition of Northwood's resource requirements
- Documentation of how this research can be of benefit to Northwood participants

8. ☐ *Data Management*
- Documentation of expectations regarding data ownership
- Documentation of a plan for the dissemination of results of the research
- Clear documentation of data security as per the *Tri-Council* expectations
- Clear documentation of how *personal* health information will be collected and used, including whether this information is being sought directly from participants, or from Northwood, and how any collection, use or disclosure complies with the Personal Health Information Act (PHIA).
  - this includes *data linkage*[1] (i.e. where the information will be linked to other

[1] Data linkage is interpreted as the bringing together of two or more records of personal health information to form a composite record (PHIA regulations sec 2(1)).

information, a description of the other information as well as how the linkage will be conducted)

- *data matching*[2], if it is to occur, and why it is required
- a description of the reasonably foreseeable risks arising from the use of personal health information and how those risks are to be mitigated;
- *personal* health information is to be used in the most de-identified form possible for the conduct of the research;
- a description of all individuals who will have access to the information, and:
    - why their access is necessary;
    - their role in relation to the research; and
    - their qualifications;
- a description of the safeguards that the researcher will impose to protect the confidentiality and security of the personal health information;
- information as to how and when personal health information will be destroyed or returned to Northwood
- For more information on PHIA, as it pertains to research, please see the following: http://novascotia.ca/dhw/phia/documents/chapters/7-Research.pdf

9. ☐ ***Appendices***

9.1 ***Ethics Board Approval***

Northwood requires that all research proposals are accompanied by an Ethics Board Certificate of Approval from a registered institutional Research Ethics Board (REB). The Research Advisory Council will consider a review of proposals where applications have been made to a REB and a report is pending. Final approval cannot be given to an approved-in-principle proposal until a written REB approval has been received.

9.2 ***Curriculum Vitae*** (maximum of 2 pages) of Principal and Co-Principal Investigator(s) or Faculty Advisor (if applicable)

[2] "Data matching" means the creation of individual identifying health information by combining individual identifying or non-identifying health information or other information from two or more databases without the consent of the individuals who are the subjects of the information (PHIA section 52(a)).