

RESEARCH PROTOCOL

This research agreement, hereinafter known as " (partner name) " **Research Agreement**" or '**Agreement**' made this _____ th day of _____ in the year of _____.

BETWEEN

" (partner name) " **ON THE FIRST PART**

Hereinafter referred to as the " (partner name) " or '(short form or acronym)'

And

(researcher name)

Tracking Change: The Role of local and Traditional Knowledge in Watershed Governance project

ON THE SECOND PART

Hereinafter referred to as the '**Researcher**'

Whereas, the **Researcher** is carrying out this research project as part of the requirements of the *Tracking Change: The Role of Local and Traditional Knowledge in Watershed Governance* project, and subject to the terms set out in Parts 1-8 of this **Agreement**, the results of which will be included in the following public documents:

- a) Project reports
- b) Academic and other publications and presentations or any other product results from this research in any media form;
- c) Other: [Click here to enter text.](#)

and;

Whereas the " (partner name) " and the **Researcher** agree to undertake a research project concerning (include brief description of the project), as defined by the research proposal submitted and approved by the " (partner name) " on (date) (included as Appendix A). This research project is hereinafter described as the '**Research Project**.'

THIS AGREEMENT NOW WITNESSES, THEREFORE, that the parties agree to the following:

1. The purpose of this **Research Project**, as discussed and understood by the " (partner name) " relates to (brief description of project).
2. The scope of the **Research Project**, as discussed with and understood by the " (partner name) " relates to the (brief description of scope).
3. Methods to be used, as agreed by the " (partner name) " and the **Researcher** include:
 - a) Interviews, discussion groups, and workshops with community members willing to participate in the study as defined by the consent form (forthcoming).
 - b) Meetings with " (partner name) " and other individuals/agencies with an interest in the research.

4. Capacity building and community participation, as agreed, is to include:
 - a) Employment and 'training' of a community research assistant;
 - b) Community participation through interviews and workshops;
 - c) Communication and knowledge sharing with " (partner name) "
5. Ethics:

This **Research Project** and **Agreement** will be submitted to, and approved by, the University of Alberta Research Ethics Board. The **Researcher** will adhere to the recommendations of the Ethics Board, as well as the Tri-Council Policy Statement of *Ethical Conduct for Research Involving Humans* and the Association of Canadian Universities for Northern Studies' (ACUNS) *Ethical Principles for the Conduct of Research in the North*.
6. Interviews and Informed Consent:
 - a) Interviews:
 - The interview process will be relaxed and open-ended;
 - Questions/guiding statements will be used to facilitate the interview. These questions/guiding statements may be adapted by the " (partner name) " or the **Researcher** in order to focus the interview on information that is needed to meet the goals and objectives of the study;
 - The person being interviewed will be encouraged to speak in the language in which they feel most comfortable, either in their indigenous language or English'
 - Should they choose their indigenous language, a translator the participant is comfortable with will be required;
 - The interview will be scheduled at a time and place convenient to the person being interviewed and at the location of their choosing.
 - b) Consent to Conduct Interview:
 - Prior to interviews being conducted, interviewees will be asked if they wish to take part in the project;
 - A Research Summary and Consent Form (Appendix B) will be presented to the interviewee/s to ensure that they are aware of the nature of the **Research Project**;
 - If the interviewee does not want to participate in the research project and interview process, the interview will not take place.
 - c) Consent to use Results of Interview in reports and other publications:
 - Verbal or written consent to use the interview results in a publication will also be obtained from the interviewee;
 - Where verbal or written consent to use the interview results in publication is given, the **Researcher** will ensure that the interviews are acknowledged by name in all material or public statements generated from the information collected. Where written consent to use the research results in publication is NOT given, the **Researcher** will ensure that any material or public statements generated from the information collected from the participant does NOT contain statements or quotes which are attributable to the interviewee and that the name of the interviewee does not appear in the material.
 - d) Verification of accuracy of results:
 - The **Researcher** will verify interview results (present the results back to the interviewee) within 6 weeks of the interview to ensure that the information is accurate.

7. Information collected is to be shared, distributed, and stored in the agreed ways:
 - a) Raw Data (results of interviews and workshops, audio and video tapes) gathered from the purposes of the **Research Project** will be made available through the " (partner name) ". Copies of all raw data, including but not limited to, audio and video tape and written notes will be deposited with the " (partner name) ".
 - b) Should any of the research material from this project be used or made available for use in future for the purposes of and production of any publications or videos or any media format, then the " (partner name) " will be contacted prior to any project beginning to enlist their involvement in the same;
 - c) Activity reports and summaries of results of the **Research Project** will be presented to the " (partner name) " twice yearly, beginning (date) until (date).
 - d) A final project report will be developed for the " (partner name) " before (date).
8. Communications regarding the project with all other parties (including the *Tracking Change: The Role of Local and Traditional Knowledge in Watershed Governance* project) will be handled in these agreed ways:
 - a) All reports of the **Research Project** (including publications and presentations) will be reviewed by the " (partner name) " or their representatives before being distributed to other parties;
 - b) The **Researcher** will fully acknowledge the " (partner name) " and participants involved in the **Research Project** (depending on consent, as discussed in Part 5).
 - c) A poster for each community will be prepared summarizing the goals and findings of the **Research Project**. A one-page summary of the goals and results of the project will be provided to all participants.
9. In the event that the " (partner name) " has reason to believe that the terms and conditions of this **Agreement** are not being met by the **Researcher**, they may terminate this agreement and the **Research Project** upon giving such period of notice as the " (partner name) " deems appropriate.
10. In the event that this **Agreement** is terminated, in accordance with Part 8 or Part 14, the **Researcher** shall return all original and copies of raw data including video, audio and written material collected or prepared for the purposes of the **Research Project** to the " (partner name) ".
11. The **Researcher** has acquired funding and other forms of support for this **Research Project** from the *Tracking Change: The Role of Local and Traditional Knowledge in Watershed Governance* project, which has imposed the following criteria and reporting responsibilities on the Researcher:
 - a) 31 March each year: annual report
 - b)
 - c)
12. The " (partner name) " agrees to:
 - a) Participate in and support the project (workshop discussions, feedback on project, and information gathered) and;
 - b) Review any reports and materials intended for public communication and distribution;
 - c) Support the **Researcher** in gathering information as set out in Parts 1 – 6.

13. The **Researcher** undertakes to:
- a) Proceed with the **Research Project** according to the goals and objectives set out in the proposal (Appendix A) and according to the terms and conditions set out in this **Agreement**;
 - b) Work under the direction of the " (partner name) " and Steering Committee if one is formed;
 - c) Act as a resource person with respect to the **Research Project** and its topic.
14. The **Researcher** agrees to stop the **Research Project** under the following conditions:
- a) By consensus decision of the " (partner name) "
 - b) If the **Researcher** is not able to adhere to the terms and conditions of this agreement;
 - c) If the " (partner name) " terminates the **Research Project** pursuant to Part 9.

SIGNATURES:

" _____ (partner name) _____ "

Date: _____

Researcher
Type name: _____

Date: _____

Researcher
Type name: _____

Date: _____

APPENDIX A
RESEARCH PROPOSAL

APPENDIX B
RESEARCH SUMMARY AND CONSENT FORM