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*Include all names of partner organizations, and McMaster University Research Agreement*

|  |  |  |
| --- | --- | --- |
| **Add logos of partner organizations** |  |  |

*Title of the Project*

*(date of agreement)*

The purpose of this research agreement is to clearly define the research project, partners, partner roles and responsibilities, funding, privacy rights, participation rights, data ownership, data sharing, and results sharing parameters. This is a research agreement between the following research partners to ensure all parties understand, and are comfortable with, their roles in the research project and the project design. Add an additional few sentences for project specific context, for example related to:

* Any meetings with Indigenous organization representatives or advisory committees (and relevant dates)
* Indications of community support for the project
* Indications of how any concerns were addressed through the agreement

**Research Partners:**

On Behalf of Partner Organization (name)

**Key contact name**

c/o Partner Organization name

Phone:

Fax:

Email:

On Behalf of Partner Organization (name) … add as many as needed to reflect all partners

**Key contact name**

c/o Partner Organization name

Phone:

Fax:

Email:

On Behalf of McMaster University

|  |  |
| --- | --- |
| **Supervisor Name**  Position  Department Name  Phone:  Email:  Facebook:  Twitter:  Website:  **Student Name**  Degree Program  Department Name  Phone:  Email:  Facebook:  Twitter:  Website: |  |

For further information, or if you have any questions about the project, please feel free to contact Supervisor Name or Student Name.

**Research Goals:**

A few paragraphs outlining key goals of the project, considering some points such as:

* How the project idea originated
  + Was it requested by a community organization?
  + Was it proposed by the student?
  + Was it developed together over time through discussion or previous work?
* The aim/purpose of the project, and relevance to community partners
  + Why do the partners want to work together on the project?
* The goal of the project
  + What do all partners want to achieve?
* The significance of the project, and relevance to community partners
  + Why is the project important?

**Project Overview:**

Max 1-page overview of the project, including for example:

* Important background context needed to understand the relevance of the project
* Background on how the project evolved
  + How did it start?
  + How did the partners come to work together?
* How the project aims to contribute to partner organization goals
* Geographic and cultural focus and context
* What individuals or groups from partners organizations will be involved (and brief overview of roles)
* ***If a data-sharing agreement***, focus more on the data of interest, goals for the use of data, data access and ownership
* ***If a research agreement outlining how partners will work together***, focus more on relationships, roles, sharing/ownership of data/knowledge generated
* Goals for research communication (with community partners, to academic audiences, to general public, to decision-making audiences)

**Research Objectives:**

Work under the guidance of List all partner organizations:

1. List all…
2. …of the objectives for…
3. …the proposed work together covered by the agreement.

**Roles of the Research Partners:**

The analysis will be conducted by Student Name, a graduate student at McMaster University, supervised by Supervisor Name. The All Partner Organization Names will oversee Student Name’s research, and all results will be provided to the Organizations. Results will also be included in Student Name’s Degree Program thesis, related publications and presentations with appropriate co-authorship and acknowledgement for Partner Organization Names (or individual representatives) and project contributors. The research team will work with the Organizations on any training needed to support list activities as relevant to the project.

|  |  |
| --- | --- |
| Name | Role |
| Name of Key Contact person for Partner Organization #1 | e.g. Primary contact at the Organization - will aid in project design and implementation, coordinate meeting times and participants, facilitate meetings, contribute feedback and advice on research project through frequent discussions and regular check-ins with Student Name and Supervisor Name, and aid in data interpretation. |
| Name of Key Contact person for Partner Organization #2 | e.g. Take part in meetings, aid in data interpretation, contribute feedback and advice on research project |
| Supervisor Name | e.g. Supervise Master of Arts academic requirements for Master’s student, facilitate relationship building between Master’s student and partners, take part in meetings, guide research methodology, contribute feedback and advice on research project |
| Student Name | e.g. Build relationships with key community partners, facilitate meetings, co-produce research questions with Partner Organizations, co-produce research methodology, complete literature review, facilitate name kinds of training, complete analysis, complete dissertation |
| Individuals To Be Confirmed | e.g. Additional Organization/Committee/Community members may also take part in meetings (and add other kinds of project activities/research methods) and provide feedback over the course of the project |
| Translator To Be Confirmed | e.g. Facilitate meetings, translate materials, guide community engagement |
| Add names and roles as needed |  |

**Funding:**

Explain funding sources available to support the project considering the specific project context, such as:

* be clear if funding will (or will not) be requested from partner organizations
* be clear if more funding is required, and how partner organizations will (or will not) be involved in applying for, administering, and reporting on funding
* make links as appropriate to individuals involved in the project, and their responsibilities related to funding

**Data Range: (If a data sharing agreement)**

Explain the timeframe of data requested for use in the project.

**Project Timeline:**

Explain the timeframe of the project (which defines the timeframe that the research agreement is in effect).

**Compensation:**

Explain when/if Partner Organizations or specific individuals will receive compensation for their time, including consideration for:

* covering people’s time spent in research project meetings, providing project advice, feedback, interpreting results, collaborative analysis, reviewing draft reports and publications (and all relevant communication materials), and contributions as co-author (whether time in facilitating meetings, conducting the research, discussion of results, review, writing, developing figures, etc.)
* policies and payments rates already established by the Partner Organizations (and consider daily and hourly rates, or different amounts for different kinds of contribution, in discussion with Partner Organizations)
* translation costs for written materials
* interpretation costs for interviews, meetings, etc

**Withdrawal from the Study:**

[Edit as relevant to your project and Partner Organizations] The research collaborators listed above can withdraw from this study at any point during the research project, with no negative consequences. Any contributions to the research project up until that point, including advice, feedback, data interpretation, photographs, audio recordings, and video recordings will remain with the project. Partners may request a meeting regarding changing the terms of this agreement at any time during the project. All partners will be willing to discuss and resolve any associated concerns with this project.

**Possible Benefits:**

[Edit as relevant to your project and Partner Organizations]

|  |  |
| --- | --- |
| NAME | BENEFIT |
| Partner Organizations (or divide by organization) | * List anticipated benefits |
| Community Of \_\_\_\_\_\_\_\_\_\_ | * List anticipated benefits |
| Academia | * List anticipated benefits |
| Government | * List anticipated benefits |
| Non-Government Organizations | * List anticipated benefits |
| Name of Student | * List anticipated benefits |

**Possible Risks:**

[Edit as relevant to outline potential risks of working together on the project, and associated supports as needed]

E.g. This project does not specifically involve the discussion of sensitive topics. However, the analysis of maps and related discussion of hunting and harvesting stories may be emotionally distressing. The following support resources are available for any of the research partners.

Community Health Centre

Phone:

Cultural/Topic-specific Help Line

Available 24 hours a day, 7 days a week

Phone:

**Confidentiality and Anonymity:**

Explain need for (or flexibility in) confidentiality and/or anonymity considering the specific project context, such as:

* ***If a data sharing agreement*** – consider how anonymity of personal information will be maintained (i.e. anonymous to partner researchers? Or not anonymous to partner researchers, but must be anonymous in sharing results?)
* ***If based on project meetings, interviews, workshops, etc.*** – consider the difference between maintaining confidentiality and anonymity (anonymity cannot be maintained within the group, but participating individuals can be anonymous when sharing the results)
* Discuss appropriate attribution with Partner Organizations as co-authors or in acknowledgements
* Give options to community contributors about being named (or not) in referencing their participation or quoting their statements
  + sometimes it is appropriate to remain anonymous and other times it is important to directly credit people (this also depends on individual comfort level, so providing the option is often good as part of an informed consent form or in discussion and confirmation of oral consent)
* Discuss appropriate attribute of any photos, videos, data, audio, maps, etc. shared by Partner Organizations, and/or recorded/created during the research project
  + discuss if this attribution needs to be different for reporting within the community, on social media, and for different audiences

**Recording of Meetings:**

Explain related to any kinds of recordings (and edit title as needed to reflect all kinds of recordings, example below was related to data-sharing only, and does not include all kinds of recording that may occur in a collaborative project…these need to be discussed with Partner Organizations to outline in the agreement) for (or flexibility in) confidentiality and/or anonymity considering the specific project context.

E.g. Meetings between research partners to gather feedback on the project methodology, analysis, and results may be photographed and used for reporting and presentation purposes. Audio and video recording may also be used during meetings to ensure feedback is effectively captured. These photographs and recordings are for internal use purposes and will not be shared publicly without the permission of the name Partner Organizations. Video recording of discussions may also be used by Partner Organizations (or by others given Partner Organization permission) to showcase unique approaches and progress in the establishment of similar initiatives.

**Use, Access, Ownership, and Storage of Data:**

Explain all agreed upon terms for data ownership and management, including considerations such as:

* Partner Organization(s) remain the owners of the data they share, provide, or that is collected/created through the research partnership
  + Partner Organization(s) remains the steward of all such data
  + Partner Organization(s) retain the rights and ownership of the knowledge and data in the project
* Outline terms of permission from Partner Organization(s) for the student and supervisor to use the data for thesis research, and a range of jointly developed publication, reports, presentations, etc.
* Storage of copies of this research agreement on password-protected personal computers of the research team, and copies provided to research partners via email
  + A hard copy of this research agreement will be provided to Partner Organization(s) upon request.
* Storage of digital data (including Microsoft Excel spreadsheets, Microsoft Word documents, PDFs, GIS files, maps, R files, graphs, charts, photographs, audio recordings, video recordings, and any other formats or derivations) connected to this project including for example on:
  + the personal password-protected computers of the student and supervisor
  + the password-protected external hard-drive of the student
  + McMaster University Microsoft Teams account
  + secure McMaster University School of Earth, Environment & Society server accessible to only the student and supervisor
  + Digital project data and information will be shared between partners via email or a McMaster University Microsoft Teams account accessible to all research team members (or name the specific team members who will have access)
* Hard copies sharing of some project maps, graphs, charts, and meeting photos, as well as all project posters, summary reports, and the student’s dissertation to be shared with the Partner Organization(s) and other community organizations as identified by the partners, for example via postal mail and in-person meetings.
* Outline the timeframe that Partner Organization(s) gives the student permission to access the data provided/collected
  + Include details on HOW the data will be transferred (e.g. via email, shared Google Drive or Microsoft Teams drive, WeTransfer, direct download from web platform, etc.) with the aim of reducing security
* ***If a data sharing agreement***, specify if the research team can contact the original data contributors (or not), and under what circumstances/protocols
* Describe the kind of digital data that may be produced from the project (including relevant software and outputs), for example:
  + GIS files developed through ESRI ArcGIS Pro 2.7.0
  + statistical products developed through PBC RStudio 1.4.1106
  + graphs, data visualizations, tables, other data products, meeting photographs, audio and video recordings of meetings, and reports

List the range of data uses for the research team covered by the agreement, for example to:

1. Address the priorities of the Project Organziation(s); and
2. Fulfill the academic requirements for a Master of Arts graduate student, including a dissertation, potential publications, and conference presentations.

Include a clear statement regarding the kinds of hard copy and digital project data, analysis, results, photographs, and reports that will be provided to the Partner Organization(s) in the end.

**Reporting and Sharing:**

The Partner Organization(s) will determine the most culturally appropriate method of sharing project progress and results to different audiences. No research project data will be shared outside of the research team.

List all potential forms or reporting and sharing of results (some examples are listed below).

|  |
| --- |
| Short video (digital storytelling) |
| Radio announcement or interview |
| School presentation |
| Poster (highlighting a local artist) |
| Presentation (in-person or remotely over video conferencing) |
| Social media updates (Facebook, Twitter) |
| Website updates (specify websites) |
| Summary report |
| Dissertation |

Include a statement related to approvals of final data and analysis prior to sharing results, for example:

All analyses, data products, and results will be approved by, and provided to the Partner Organization(s) for their ongoing use and stewardship. The research partners will oversee the student’s analysis, and will have the opportunity to discuss, review, and approve all results before they are publicly shared. Each research partner can decide the appropriate credit of their contributions that will be used in results. Those who are interested will be involved as co-authors in any publications for academic journals, and as co-presenters in conference presentations that result from this research.

This research project will contribute to a Master of Arts thesis by Student Name. All research team members will have access to the final dissertation, which will be shared with the Partner Organization(s).

**Ethics and Licencing:**

This project has been reviewed by the McMaster Research Ethics Board and meets the requirements of McMaster University ethics policy. The McMaster Research Ethics reference number for this project is \_\_\_\_\_. For any questions or concerns regarding the ethics process of this project, please contact:

McMaster Research Ethics Board

Phone: (905) 525-9140 ext. 23142

Email: [ethicsoffice@mcmaster.ca](mailto:ethicsoffice@mcmaster.ca)

[If additional research licenses, permits, or approvals are needed for the proposed project, be sure to list all types of approval and confirmation #s here, along with contact information for each permitting organization.]

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*Include all names of partner organizations, and McMaster University Research Agreement*

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| **Add logos of partner organizations** |  |  |

*Title of the Project*

*(date of agreement)*

Your signature on this document does not remove your legal rights or release researchers from their professional responsibilities. At any time during the research project, you are welcome to ask Supervisor Name or Student Name questions regarding the project. A copy of this research agreement will be provided for your records once all signatures have been received.

**Your Signature Below Confirms:**

1. You have read the research agreement, and have had time to consider, discuss, ask questions and have your questions answered.
2. You understand what the project is about and your role as a research partner.
3. You understand the risks and benefits, and that your participation is voluntary. You may end your participation without having to give a reason, and that doing so will not affect you now or in the future.
4. You agree to taking part in meetings that may be audio recorded, video recorded, and photographed.
5. You have the right to decide if and how your name is used in publicly shared research project results.
6. Add any other points relevant to content above that has been tailored to your specific project goals…

On Behalf of Partner Organization Name

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contact Name  Organization Name |  | Date |

On Behalf of Partner Organization Name

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contact Name  Organization Name |  | Date |

On Behalf of McMaster University

|  |  |  |  |
| --- | --- | --- | --- |
|  | Supervisor Name  McMaster University |  | Date |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Student Name  McMaster University |  | Date |