



## RESEARCH POLICY

### **The Role of Human Endeavour in Research:**

Human Endeavour acknowledges the value in community engaged research conducted in partnership with universities. Such partnerships bring people from different backgrounds together to develop and share knowledge. People often excluded from research are brought into the process engendering a greater trust in the process and in the long run ensuring a greater willingness to participate in further collaborations.

Research participants are drawn from Human Endeavour and other community agencies serving seniors from diverse ethno-cultural and linguistic backgrounds in the Greater Toronto area (GTA) and beyond. Members from these various agencies sit on a Community Advisory Board and are actively involved in participant recruitment and support to seniors participating in research. To ensure diversity and to ensure that study participants are representative of the diversity of the seniors' communities served interpretation is provided.

To ensure that the rights of participants in research activities are protected and respected Human Endeavour has put in place the following policies and procedures.

1. The research must have clearly stated aims and clearly defined research questions.
2. The proposed research must have a clearly stated research methodology.
3. Details of the population sample and recruitment criteria must be clear.
4. Benefits and risks and a management plan in the event of a risk occurring must be available as well.
5. If the research activities are being conducted through a university or hospital, applications for ethical approval must be submitted to that institution's ethics committee.
6. A copy of the ethics approval once received must also be available to the Community Advisory Board should they wish to see a copy.

Informed consent from research participants must be obtained. Elements of informed consent with or without a signature (verbally) include, but are not restricted to:

- A contact person's name, title, address, telephone number, and email address.
- A description of the purpose of the study.
- A description of the procedures to be followed (e.g. what is expected of the subjects, what they will be asked to do, what data will be collected, and how it will be destroyed, if applicable).
- A description of all discomforts and risks, if applicable.
- A statement about potential benefits.

- A statement informing subjects that their participation is voluntary.
- A statement informing subjects that they may decline to answer specific questions and they may opt to discontinue their involvement at any time.
- Amount of time required for subject participation.
- The financial compensation to the research participants.
- A statement describing how **confidentiality** of records identifying subjects will be maintained.

Signature lines, if applicable

Requirements for informed consent will be reviewed for each research study being conducted and will be based on the data collection methods used.

### **Confidentiality**

Confidentiality will be maintained through all stages of the research process. All hard copy information collected will be kept in a locked filing cabinet at Human Endeavour. Digital files of any interviews, interview transcripts, and developers'/researchers'/research assistants' notes on computers at Human Endeavor and/or the developer's or researcher's/research assistants' personal computer will be backed up on an external storage drive, which will also be kept in a secure area. Pseudonyms for participants will be used in all reports. Actual names will never be used in reporting. Information that identifies participants will also be maintained in a secure area but separate from files containing research data. Data will be kept for three years after the research has been published and it will be destroyed when it is no longer needed.

### **Oath of Confidentiality:**

See attached. Oath of Confidentiality