

Application to Conduct Research with Clients and/or Staff at Wood’s Homes

Section 1: Wood’s Homes Contact Information

For over 20 years, Wood’s Homes has identified research to practice as a central philosophy for the organization. Researchers within our organization, as well as external research partners, work to expand the body of knowledge in child, youth, family, and community well-being. There is a priority placed upon the evaluation of service outcomes within the agency, as well as furthering best practices in children’s mental health in Canada.

Individuals interested in conducting research at Wood’s Homes are asked to complete this application form. When you have completed this application and assembled the required supporting documentation, please forward a pdf of the package by email to researchteam@woodshomes.ca or by post to:

Wood’s Homes
 Attention: Director of Research
 805 37th Street, NW,
 Calgary Alberta, T2N 4N8

Section 2: Research Team Contact

1. Applicant’s name: _____
2. Are you employed at Wood’s Homes: Yes No
3. If yes, what is your role with Wood’s Homes: _____
4. Are you the principal investigator of this research study: Yes No
5. If no, name of principal investigator: _____
6. Does principal investigator have an academic affiliation: Yes No
7. If yes, please specify: _____
8. Applicant’s mailing address: _____
9. Applicant’s telephone: (____) ____ - ____
10. Applicant’s email address: _____
11. List all principal investigators or co-investigators and their affiliations.

<i>Investigators</i>	<i>Role in the Study</i>	<i>Organization/Department</i>

12. List all other community agencies involved as partners this study.

<i>Community Partner</i>	<i>Community Agency</i>	<i>Location</i>

13. Are you a student: Yes No

14. If yes, provide the name and contact information of your academic advisor(s).

<i>Academic Advisor</i>	<i>University</i>	<i>Department</i>	<i>Telephone</i>	<i>Email</i>

15. Provide a brief (300 word) summary of your, and the principal investigator’s research experience with this population. If you are a student, provide your academic advisor’s research experience.

16. Indicate if consultation with a Wood’s Homes contact is required to address any organizational or study questions prior to this submission being reviewed: Yes No

Section 3: Overview of Research Study

17. Name of proposed research study:

18. Is research funded: Yes No

19. If yes, source of funding: _____

20. If yes, amount of funding: _____

21. Requested start date for the overall study: _____

22. Requested date to begin data collection: _____

23. Predicted end date: _____

24. Name of research ethics board: _____

25. University location of this ethics application: _____

26. Are you the lead applicant on the ethics application: Yes No

27. If no, who is the lead applicant for this ethics application: _____

28. Has ethics approval been granted: Yes No

29. Estimated date of ethics decision: _____

30. Are other ethics approvals required: Yes No

31. If yes, please list: _____

32. Will sample include children & families with current/past child welfare involvement: Yes No

33. If yes, have you contacted Alberta Children’s Services for authorization: Yes No

34. Clearly describe the role that you are requesting Wood's Homes to play in this research. This might include a site for sample recruitment, research support and facilitation, or a research partner, etc.

35. Provide a brief (500 word) overview of the project.

36. Summarize the key ethical issues identified in the ethics application.

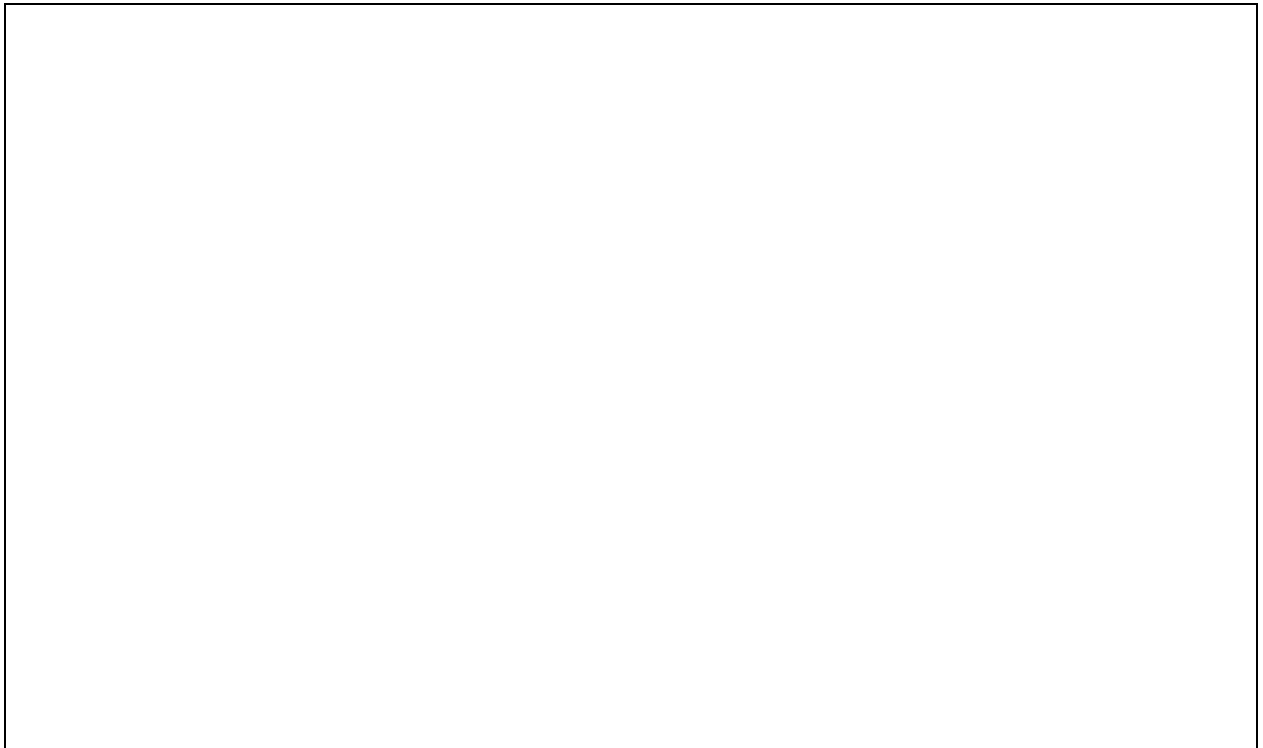
37. Indicated if your research will involve Indigenous people or communities: Yes No

38. If yes, a) describe this involvement; b) highlight any consultation with relevant Indigenous communities, leaders, or Elders; and c) explain how Indigenous heritage will be addressed in primary and secondary data analyses.

39. Briefly describe the literature review & rationale of the study.



40. Research Design: include research question, hypothesis (if applicable), objectives and theoretical framework.



41. Research Methods: include proposed sample, recruitment strategy, consent and plan for data analysis. When describing the methods, put emphasis on the **perspective and experience of research participants** and any others potentially affected by the research. Provide sufficient detail to allow reviewers to assess potential risks to participants. It should be noted that cutting & pasting a description of the methods from grant proposals, thesis proposals or other documents is normally not sufficient to properly complete this section.

Section 4: Interaction with Wood's Homes

42. Wood's Homes offers more than 40 programs and services. Specifically, which children, youth, families and/or staff at Wood's Homes do you propose recruiting for this research study?

43. Provide detail on how recruitment will occur with your proposed sample at Wood's Homes? What assistance will you require from other Wood's Homes staff?

44. Children and youth at Wood's Homes frequently have legal guardians involved in their lives. This could include parents, Child Intervention staff or other private guardians. How will you inform and involve these legal guardians in the consent process?

45. What are the specific risks **and** benefits to Wood's Homes, as an organization, as a result of participating in this research study?

46. What are the specific risks **and** benefits to children, youth, families or staff at Wood's Homes as a result of for participating in this research study?

47. Please outline how you will address the following two points in the section below:

- a. Research participants will generally be asked to undertake no more than two full hours of participation, one hour at a time. Exceptions to this need to be requested and negotiated prior to a final decision
- b. Long questionnaires and multiple interviews are generally not appropriate for Wood's Homes clients

48. Please outline how you will address the following three points in the section below:

- a. Wood's Homes requests a final copy of the research report
- b. Wood's Homes may request a presentation of the key findings at the conclusion of the study
- c. Wood's Homes requests that all subsequent reports and publications acknowledge Wood's Homes involvement unless otherwise requested

Section 5: Other Comments and Supporting Documents

49. Other comments and considerations.

50. Supporting Documents

	Yes	No
a. Copy of proposal	<input type="radio"/>	<input type="radio"/>
b. Copy of research ethics application	<input type="radio"/>	<input type="radio"/>
c. Copy of research ethics approval	<input type="radio"/>	<input type="radio"/>
d. Copy of data collection instruments or interview guides	<input type="radio"/>	<input type="radio"/>
e. Copies of all consent forms	<input type="radio"/>	<input type="radio"/>
f. List of references	<input type="radio"/>	<input type="radio"/>
g. Applicant's current CV	<input type="radio"/>	<input type="radio"/>
h. Academic advisor's current CV (if applicable)	<input type="radio"/>	<input type="radio"/>
i. Other: _____	<input type="radio"/>	<input type="radio"/>
j. Other: _____	<input type="radio"/>	<input type="radio"/>

Applicant's Signature

Date of Submission

If applicant is a student, then provide signature of academic advisor.

Academic Advisor's Signature (if applicable)

Date of Submission