

Full protocol template for CERC HECW projects

Purpose of this CERC template:

This full proposal template is a guide for researchers to ensure that all required protocol headings and detailed components are included in your project protocol. The use of this template is important so that research standards can be met by providing a unified, customized template used by all CERC researchers for all projects. It is meant to provide flexibility for a variety of project types and is based on [Tri-Council Policy Statement](#) and [Canadian human research standards](#) best practices and requirements.

Please use the headings below as a guide.

Protocol sections:

[Overview](#)

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[Project aims and research questions](#)

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Appendices/attachments

Overview (1/2 page):

Project title:

Primary PIs and affiliations:

Please complete following table.

Project # assigned by CERC	TMU Project cost centre #	Is this project fully funded? By whom?	Date approved by CERC	Date that this proposal submitted to CERC for full review (before the REB)

- What HECW program theme does this project fit into?
 - o Social determinants and Community Wellbeing
 - o Health Equity and Accessibility
 - o Indigenous Health and Disability
 - o Digital Health and Technology
- How does this project align with CERC HECW program goals?

Summary / Lay Abstract (1/2 page):

- Please add 3-5 keywords at end of summary

Project aims and research questions (5 pages):

- Background – issues; literature review supporting aims and objectives
- What is(are) the overarching research question(s)?
- What are the goals and objectives?
- What is the significance of this project?

- Why is this project important and how does it benefit the community/organization partner(s)?
- Who are the proposed partners for this project? Describe why and how they will be involved
- Why is this important to the Canadian context?
- Describe community partner engagement in project development
- Describe EDIA process, if applicable

Team expertise (1-2 pages):

- Most responsible PI Name and affiliation
- Co-PI Name(s) and affiliation(s)
- Names of HECW project team members and roles
- Name(s) of community/organization partner(s), if applicable
- Name(s) of people responsible for community engagement
- Primary contact name(s) and role(s) at the partner organization(s), if applicable
- Name of person primarily responsible for data collection, use and disclosure of project data
- Name of person responsible for data analysis
- Name of person responsible for creation of metadata

Name	Affiliation or Community Partner	Role in project	Expertise

Methods (5-10 pages):

- Type of project methodology
- Type of data analysis
- Types of data collected
- Who are the research participants?
- From where and how will participants be recruited?
- Will consent be needed? How will consent be collected and stored?

- Describe process for community partner engagement in data collection, use and disclosure?
- Who will be the REB of record?

Community partnership and engagement plan (1 page max) :

For each community partner, please describe the following (could be in a table format):

- Partner/organization name
- Purpose of their engagement
- Describe how you will engage with the partner throughout the project lifecycle:
 - o Project Planning
 - o Data collection
 - o Analysis
 - o Knowledge outputs
 - o Knowledge sharing
 - o Plan for building continued resource capacity
 - o Potential for future engagement beyond this project
- What will be the demonstrated benefit(s) to the research partner(s)?
- Data re-use: has partner agreed to this and under what conditions?
- Will an MOU or agreement be in place with each partner? Describe the tenets of the partnership

Indigenous community partner engagement plan (1 – 1 1/2 pages)

- Review CARE, OCAP, and National Inuit Strategy on Research and TCPS, Chapter 9.
- Please determine how the First Nation, Metis or Innu community partner will be engaged, during each stage of the project/data management lifecycle for this project
- Please describe how the outputs will be used/disseminated, according to the wishes of the community partner.
- As part of your data management plan (next section), please describe the process for research self-governance and data sovereignty/data stewardship and the principles of OCAP, CARE and the TCPS, Chapter 9 (as above), will be fulfilled.

EDIA Plan (1/2 - 1 page)

- How does the project align with EDIA principles (equity, diversity, inclusion and accessibility)?
- How will these principles be applied throughout the project lifecycle?
- Please use [Tri-Council Policy Statement as a guide](#) and [SSHRC EDI best practice guidelines](#)

Data Management Plan (DMP) – please see google form:

The documents below are resources to help you with the DMP. You may complete the DMP over time – the form will keep your responses and allow you to edit it as you think through your data collection, use and disclosure activities for your project. Once it is complete and fully submitted, you will receive a pdf of the data management plan.

Please append (or separately submit) the DMP pdf as part of your full project protocol.

- [Statistics Canada FAIR principles](#)
- [Chief Privacy Commissioner of Canada,](#)
- [Privacy by Design](#)
- [Terms relating to sensitive research data;](#)
- [Information about privacy preserving methods and de-identification;](#)
- [Global Training Centre courses on social research](#) and [data sharing](#);
- [CIHR Research Data Management Module](#)
- [Tri-Council Policy Statement on Conduct of Human Research](#)
- [National Standards of Canada Conduct of Human Research](#)
- [Research Involving First Nations, Inuit, and Métis Peoples of Canada](#)

Results (2 pages):

- What are the expected data outputs (e.g., aggregated tables/graphs, narratives, qualitative analysis, artwork, academic paper, report, digital mediums, etc)
- Expected outcomes/results
- Describe the process for community/organizational input into interpretation, (if applicable):

Knowledge mobilization plan and output (1 page):

- What will be the modality of knowledge sharing [please use all that apply and describe]:
 - o Academic journal
 - o Open science publication
 - o Social media
 - o Investigative paper
 - o Creative outputs
 - o To be determined by community/organization partner
 - o Podcast
 - o Presentations
 - o Other _____
- Describe process of capacity building (if applicable)
- How will your partners be involved in knowledge mobilization and sharing?

Feasibility (1 page):

Budget and resources (please complete table as below)

Please include costs for all resources required, include human resources (students, post-doc, analyst, data storage, honoraria etc).

Resource	Cost	Cost/FTE	Total cost	Source of funding

In addition, please write the justification for each resource and their costs.

Timeline

Please determine the estimated start and end dates for the project as a whole and its key phases/components. Please use the table below as a guide, or a Gantt chart.

Activity - output	Estimated time to complete	Estimated start date	Notes

Version History

Version number	Name of person completing this version	Date	Purpose (draft/edit/approval)

References

Appendices and Attachments (as needed)

Please attach other documents as needed, such as:

- References
- Cost quotations
- Completed DMP pdf
- Team member certifications
- REB letters of approval
- Partner letters
- Grant letters

