



Researcher Responsibility Agreement

Title of Research _____

As the Principal Investigator/ Co-applicant I declare that:

- All of the information provided that is pertaining to this research is complete and correct in all respects.
- The research proposal meets the requirements of the Tri-Council Policy: Ethical Conduct for Research Involving Humans, in particular as it relates to free and informed consent, privacy and confidentiality, and data storage, and will be conducted accordingly.
- I understand that a registered/university Research Ethics Board (REB) certificate of approval is required before any research can begin.
- I have read Northwood's Researcher's Handbook and agree to abide by Northwood's Guidelines for Researchers
- I will conduct research at a time convenient to the facility/home, resident/client care routines, and staff schedules
- I am responsible for all costs incurred during research, unless specifically documented in the 'Proposal Review Decision' letter, and agreed to by Northwood as follows
- The Northwood Research Associate will assist in the identification of potential participants. With the individual's agreement will provide the Researcher with the name. The Researcher will be responsible to meet with the participant and gain the appropriate consent. In the situation where a potential participant is not felt to be capable of making their own decisions, the Northwood Research Associate will assure that an appropriate person is approached who can give consent if they wish to do so.
- Contributions by Northwood are acknowledged by the researcher in any written or verbal reports, publications or communiqués, keeping in mind the comments in the 'Intellectual Property' statement
- Any publications arising from the research that are publicly available will be shared with Northwood to share with its clients, staff, and its larger community. If Northwood wishes to summarize any of the findings to disseminate to clients, staff and the larger community, they will seek approval from the researcher.
- Researchers must include in their researcher consent forms that study results may be shared to a larger audience and that Northwood may be named in the research (i.e., publications, social media).
- I will provide a progress report annually, including an up to date REB certificate
- I will submit an Application for Amendment if the research changes from the original application including an up to date REB certificate reflective of the amendments
- I will notify Northwood promptly when the project concludes
- I will provide a final report of results to Northwood and complete the Research Project Summary Template, to be shared on Northwood's website.
- This research project will be accomplished as per requirements in the *Nova Scotia Personal Health Information Act*;
- As a condition of my project work agreement with Northwood, I agree to:
(a) keep private;

(b) treat as being confidential; and

(c) not make public or divulge to any person

any information or material related to the personal health information of clients to which I become privy during the term of this project. I agree to uphold this obligation during, as well as after the completion of my project and abide by all Northwood policies.

Failure to uphold this obligation of confidentiality will result in my immediate termination with Northwood, as well as appropriate communication to the Northwood Privacy Officer and to my program Chair regarding the breach of confidentiality.

Date

Signature Principal Researcher

Date

Signature/Northwood

For projects for which disclosure of personal health information is being sought from Northwood:

- Any information received from Northwood, or directly from participants will only be used for the purposes of the study;
- Information is to be used in the most de-identified form possible to conduct the research;
- I will use protocols to ensure security of personal health information and its destruction;
- My interest in the disclosure of the personal health information or the conduct of the research will not potentially result in an actual or perceived conflict of interest on the part of the researcher
- I will comply with any terms and conditions imposed by a Research Ethics Board;
- I will comply with any terms and conditions imposed by Northwood;
- I will use the information only for the purposes outlined in the research plan as approved by a Research Ethics Board;
- I will not publish personal health information in a form where it is reasonably foreseeable in the circumstances that it could be utilized, either alone or with other information, to identify an individual;
- I will allow Northwood to access or inspect my premises to confirm that I am complying with the terms and conditions of PHIA and this Agreement;
- I will notify Northwood immediately and in writing if the personal health information is stolen, lost or subject to unauthorized access, use, disclosure, copying or modification;
- I will notify Northwood immediately and in writing of any known or suspected breach of the agreement between Northwood and the Researcher; and
- I will not attempt to identify or contact the individuals unless Northwood or Researcher has obtained prior consent by the individuals.

Date

Signature Principal Researcher

Date

Signature/Northwood