

Research Office

Application for Approval of External Research Projects



This application is for researchers whose research project originates outside of NorQuest College and who would like to undertake a study involving NorQuest College students, faculty or staff. An example of a research project originating outside of NorQuest College is a Masters or Doctoral level research initiative being completed as part of a degree requirement. You must have received ethics approval from an appropriate institutional research ethics review board prior to applying to NorQuest College for operational approval to complete your study. Please submit the following documents along with this application:

- A copy of your ethics review application
- A copy of your letter of approval from Research Ethics Board
- A copy of your proposal
- Participant information and participant recruitment document(s)
- Informed consent document(s)
- Questionnaire / Survey /Interview Script / Sample Questions
- Other relevant materials related to your project

Please submit all documents via email to research@norquest.ca or via regular mail to the address listed at the bottom of the page. If you have questions, please contact the Research Office at 780-644-6006 for assistance.

POLICY AND ETHICS - All researchers doing research at NorQuest College are expected to comply with the following:

- 1) *Freedom of Information and Protection of Privacy Act* (FOIP) <http://www.oipc.ab.ca/pages/FOIP/ReadAct.aspx>
- 2) NorQuest College research policies at <http://www.norquest.ca/research> (Note: Policies will be placed at this link upon approval.)
- 3) The Tri-Council Policy Statement, Version 2 (TCPS) <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>
- 4) **KNOWLEDGE TRANSLATION** - It is important that you provide a copy of the final research report or paper to the NorQuest College Research Office (research@norquest.ca) upon completion of your study. This will allow us to complete our files and to provide you with the opportunity to incorporate your important research project

in our knowledge transfer initiatives. We may seek to include your paper, article or abstract in the "NorQuest College Research" publication *unless you advise us to the contrary in writing*.

- 5) We will also invite you to present your research in an event such as a College Lunch & Learn session or at a poster presentation at the annual "NorQuest College Research Showcase".

- 6) **Your signature indicates that you have read and understand the implications for your study (electronic signature is acceptable):**

Signature	Date Signed

1.	Full Title of Study:	
2.	Name of Principal Investigator: Mailing Address:	Phone Number: Fax Number: Email:
3.	Specify Research Assistant(s) who will be involved with this study:	
	Research Assistant(s) Mailing Address:	Phone Number: Fax Number: Email:
4.	Please provide a description of the participants you are hoping to access at NorQuest College:	
5.	Please provide a description of the level of support you will require from NorQuest College faculty or staff members to complete your study:	
6.	Estimated duration of project: Start Date:	Completion Date:
7.	Type of study:	
	<input type="checkbox"/> Interventional Research - Any research project that prospectively assigns human subjects to intervention and comparison groups to study the cause-and-effect relationship between an intervention and a outcome. <input type="checkbox"/> Observational Research - A type of study in which individuals are observed or certain outcomes are measured. No attempt is made to affect the outcome (for example, no treatment is given).	<input type="checkbox"/> Qualitative Study - Investigative methodologies described as ethnographic, naturalistic, anthropological, field, or participant observer research. It emphasizes the importance of looking at variables in the natural setting in which they are found. This differs from quantitative research which attempts to gather data by objective methods to provide information about relations, comparisons, and predictions and attempts to remove the investigator from the investigation. <input type="checkbox"/> Other (specify)

OFFICE USE ONLY

Study:	Principal Investigator.:
<p>Instructions for NorQuest College Program Chair, Manager, Dean and Director: Approval for this research project is contingent upon staff and faculty at NorQuest College being able to operationally support the research project activities. Please review the provided study information with particular attention to impact relative to staffing, resources, and students. Please review and sign below to indicate your approval within five working days, if possible. If you do not feel that you can operationally support the researcher’s study, please advise the Research Office - also within five working days. Your signature indicates that you have reviewed the study, approved the use of your department or program resources and approved your faculty or staff involvement as requested. If you have any questions, please contact the Research Office at 780-644-6006 for clarification. <i>(Please print name and position if not listed)</i></p>	
Name: Position:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 35%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Signature Date </div>
Comment(s):	
Name: Position:	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 35%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Signature Date </div>
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