



RESEARCH APPLICATION FOR EXTERNAL RESEARCHERS

PUBLIC SAFETY AND EMERGENCY SERVICES (PSES)
STRATEGY SUPPORT AND INTEGRATED INITIATIVES (SSII)

SECTION 1: PROJECT INFORMATION

1.1. Project Title:

1.2. Project Team:

Principal Investigator:

Name:

Job Title:

Institution/Agency, Department:

E-Mail:

Telephone:

Address:

☐ University / College Faculty Member at a recognized Alberta Post-Secondary Institution

☐ Student at a recognized Alberta Post-Secondary Institution

☐ Researcher at a recognized Alberta Post-Secondary Institution

☐ Other (specify):

Investigator's Supervisor (for applications from undergraduate students, graduate students, postdoctoral fellows and medical residents):

Name:

Institution/Agency, Department:

E-Mail:

Telephone:

Address:

☐ University / College Faculty Member at a recognized Alberta Post-Secondary Institution

☐ Student at a recognized Alberta Post-Secondary Institution

☐ Researcher at a recognized Alberta Post-Secondary Institution

☐ Other (specify):

Study Team (List all co-investigators, study coordinators, research assistants etc.):

Name:

Role:

Institution/Agency, Department:

E-Mail:

Telephone:

Address:

- ☐ University / College Faculty Member at a recognized Alberta Post-Secondary Institution
- ☐ Student at a recognized Alberta Post-Secondary Institution
- ☐ Researcher at a recognized Alberta Post-Secondary Institution
- ☐ Other (specify):

Name:

Role:

Institution/Agency, Department:

E-Mail:

Telephone:

Address:

- ☐ University / College Faculty Member at a recognized Alberta Post-Secondary Institution
- ☐ Student at a recognized Alberta Post-Secondary Institution
- ☐ Researcher at a recognized Alberta Post-Secondary Institution
- ☐ Other (specify):

Please attach the Curriculum Vitae for the Principal Investigator, Co-Investigator(s), and all individuals that will be working on this project.

1.3. Provide details of any other funding (grant, contract, internal funds, donation, drug company, other) to support the proposed study.

1.4. Are any of the investigators involved in this study (or their immediate family) receiving any personal remuneration or other personal or family financial benefits (either direct or indirect) for taking part in this investigation? Other financial benefits may include investigator payments, recruitment incentives, proprietary interests, compensation based on study outcome, contractual agreements, stock or share holdings or future options with the sponsoring company, computing equipment, travel benefits, etc. If the answer is yes, please append a letter detailing these activities.

☐ Yes

☐ No

1.5. Briefly summarize the existing literature, context, and background of the research project and previous research which has led to this study.

1.6. Describe the purpose, hypothesis, research questions, methodology, justification, and/or objectives of the study.

1.7. Describe how the project will positively contribute to the operations of the Ministry of Public Safety and Emergency Services (PSES). For example, how could your study benefit a certain area of PSES?

1.8 If you are applying for the GGVAF research grants, please describe how your project aligns with one or more of the following goals of the GGVAF research grants: 1) Enhance efforts to prevent gun and gang violence; 2) Disrupt and combat gun and gang violence; and 3) Increase awareness and understanding of issues related to gun and gang violence. Please skip to section 2.0 if you are not applying to the GGVAF research grants.

Research Ethics.

<If this section does not apply to your research project, proceed to Section 4.

2.0 Research Ethics Board Approval for Academic Research Projects

Does the proposed academic research project respect the latest Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, including Research Involving First Nations, Inuit and Metis Peoples of Canada?

☐ Yes

☐ No

An ethics review is required for all academic research studies involving human participants or data obtained via PSES. The Principal Investigator is responsible for obtaining an ethics review from a recognized Research Ethics Board. A copy of the completed application for research ethics approval and ethics approval certificate must be provided before final approval is granted.

If your proposal is not an academic research project, please describe any standardized ethical protocols that will be used for this project.

SECTION 3: Ministry of Public Safety and Emergency Services and DATA SPECIFICATIONS. This section is reserved for external researchers that aim to access PSES DATA.

<If this section does not apply to your research project, proceed to Section 4.

3.1. Describe in as much detail as possible the data you would like to receive from PSES.

3.2. If personally identifying data (information that may reasonably be expected to identify an individual, when used alone or combined with other available information) is being requested:

- a. Provide an explanation as to how it will be used (including any linkages to other information) and why the research project cannot be accomplished without access to personally identifying information. Note that any personally identifying data will be provided in accordance with FOIP and you will be required to sign a research agreement ensuring that individuals' privacy will be protected when their personal information is in your custody.**
- b. Name any individuals who will have access to the information and justify such access. Note that the researcher must enter into a separate agreement with these individuals to ensure they will adhere to the same policies and procedures of confidentiality as the researcher.**
- c. Provide the address(es) where any hard copies of the information will be accessible.**
- d. When and how will data be de-identified (coded or anonymized). In the case of coded information, how will the code be separated from the data to prevent unauthorized linkages to the data?**

3.3. Describe how all data will be managed and safeguarded to maintain confidentiality and prevent unauthorized disclosure, use, possession, or knowledge (e.g., locked offices and file cabinets, password protected and/or encrypted electronic files).

3.4. When and how will all data be destroyed? Note that personally identifying information should be destroyed at the earliest reasonable time.

3.5 Describe how confidentiality will be maintained when reporting on the study findings.

SECTION 4: PRIMARY DATA COLLECTION

<Complete this section if you will be collecting your own data from PSES staff or persons under its supervision. If not applicable, proceed to Section 5.>

4.1. Population(s):

- a. Please describe all population(s) from which participants will be recruited (e.g., inmates, community corrections clients, correctional centre staff, probation officers, management etc.) and where they are located.**
- b. How many participants from each population group will be included (i.e., sample sizes)?**
- c. How much time will each member of a participant group have to dedicate to the project (per contact and in total)?**
- d. Describe any inclusion/exclusion criteria for participants.**

4.2. Participant Identification and Recruitment:

- a. How will potential participants be identified?**
- b. How will potential participants be recruited / approached to volunteer?**

A copy of all recruitment materials (e.g., letters, posters, e-mail script) must be attached to this application.

- c. Will the study involve any reimbursement for expenses incurred or incentives for participation? Describe and justify. (Note that incentives for participation or soliciting the enrolment of staff or individuals in custody is considered unacceptable and will not be allowed).**

4.3 Data Collection:

- a. Provide details of how data will be collected from participants. Include details of location(s), form(s) (e.g., interviews, surveys, risk assessment tools, psychometric tests, field notes), and method (e.g., in person, over the phone, online).**
 - i. List the data collection tools you will be using below.**

- ii. **A copy of all data collection instruments (e.g., interview guides, surveys/questionnaires, risk assessment tools, psychometric tests, etc.) must be attached and titled to this application.**
- b. **Will video, audiotape/audio recording, or photography be used for data collection? If so, ensure this is reflected in the informed consent process.**

4.4 Informed Consent:

- a. **Describe how informed consent will be obtained from participants. If persons under the age of 18 are being included as participants, describe how parental/legal guardian consent and youth assent will be obtained. Or, if a person over the age of 18 is not competent to give fully informed consent, who will consent on their behalf?**

A copy of the proposed Information Sheet/Consent Form(s) must be attached to this application.

- b. **If deception or partial disclosure is proposed, provide a rationale, plans for debriefing, and re-consent.**

4.5. Privacy and Confidentiality:

- a. **If personally identifying data (information that may reasonably be expected to identify an individual, when used alone or combined with other available information) is being collected:**
 - i. **Provide an explanation as to how it will be used (including any linkages to other information) and why the research project cannot be accomplished without access to personally identifying information.**
 - ii. **Name any individuals who will have access to the information and justify such access.**
 - iii. **Provide the address(es) where any hard copies of the information will be accessible.**
 - iv. **When and how will data be de-identified (coded or anonymized). In the case of coded information, how will the code be separated from the data to prevent unauthorized linkages to the data**

- b. Describe how all data will be managed and safeguarded to maintain confidentiality and prevent unauthorized disclosure, use, possession, or knowledge (e.g., locked offices and file cabinets, password protected and/or encrypted electronic files).
- c. When and how will all data be destroyed? Note that personally identifying information should be destroyed at the earliest reasonable time.
- d. Describe how confidentiality will be maintained when reporting on the study findings.

5.0 Risk / Benefit Assessment

- a. What are the benefits of the proposed research to PSES and to the participants, members of the community, and to scholarly knowledge in general.
- b. What potential harm could stem from the research? Include potential harms to participants, members of the community, or confidence in the criminal justice system. What steps will be taken in order to minimize and mitigate any potential harms?

SECTION 5: DISSEMINATION PLAN AND TIMELINES

5.1. Dissemination Plan: Please describe the plan for disseminating the results of the research (e.g., papers, presentations, institutional reports etc.).

5.2. Project Timelines: While timelines will be somewhat dependant upon negotiations with operations during the implementation phase, please complete the table below. The table may be modified somewhat to fit the study (e.g., additional rows for different types of data collection).

Please return the completed application form and required attachments to (questions regarding the application or program details may also be directed to this contact):

SSII Research Unit, Ministry of Public Safety and Emergency Services

goa.pses-ssiiresearchunit@gov.ab.ca

SECTION 6. SIGNATURES

*The application does not have to be signed until approval is granted. Modify the signature lines as appropriate. Ensure that the application is properly formatted after required deletions/insertions and signature page has all signatures on one page with at least one clause on that page. Delete this header.

By signing this application, the researcher acknowledges that he/she has read, understood, and agrees to abide by the *Policies and Procedures for External Researchers* set forth by the Ministry of Public Safety and Emergency Services. Approvals are limited to the purpose and scope described in this application.

THE RESEARCHER

(Signature)

(Printed Name)

(Title)

(Date)

APPROVAL GRANTED BY

CHAIR, PSES RESEARCH COMMITTEE

(Signature)

(Printed Name)

(Date)