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**Community-Based Research Program**

**Project Agreement (2023-2024)**

| **Community Based Research Program Students:**  *When doing a community research project you are providing a consulting service to a community organization. The key to a successful consulting relationship is a clear and documented agreement amongst all parties, outlining everyone’s expectations and responsibilities. This project agreement template will help you develop a comprehensive* ***research******proposal****, which, once approved by all parties can be signed to become your* ***project******agreement****. The template is intended to make the process easier. It is normally based upon an electronic version of the ‘client’ or host organization’s original research proposal so that you can cut, paste and* ***modify*** *information in the template as indicated. If you have any difficulty completing the template, contact the TCRC representatives.*  ***Before you begin, please read the entire template carefully and complete the following step by step process:***   1. *Fill in section A* 2. *Complete section B by reading the original proposal carefully and expressing the details of the research in your own words.* 3. *When sections A and B have been completed, delete all of the italicized instructions and this box.* 4. *Circulate a draft to your TCRC coordinator, host and professor for revisions and grading. Once these parties are satisfied with the proposal, your project coordinator will send it to your research host for their feedback.* 5. *Your project proposal/agreement is due early in the fall term* 6. *Once all parties are satisfied with the research proposal, have all necessary parties sign one copy of the agreement or confirm their approval vial email. Provide each of the above mentioned parties with a copy of the agreement.* |
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**Project Title and Project Name:**

**Course Code and Name:**

**Section A: Party to the Agreement**

**Student**

Name: E-Mail:

Address: Phone:

**Host Organization**

Supervisor’s Name: E-Mail:

Address: Phone:

**Trent University**

Instructor’s Name: E-Mail:

Department: Phone:

**Trent Community Research Program**

Project Coordinator:E-Mail:

Phone:

**Section B: The Proposed Project** (*to be written as a consultant, not member of organization*)

**1. Purpose of the Project:** *Explain the purpose of the project based on a detailed reading of the original proposal outline, as you understand it, in your own words (do not cut and paste). Include a brief paragraph on the agency (mandate, vision, target population, geographic region served, any other information that “creates a picture” of the organization) and why the project is necessary. If your project is preceded by previous project(s), briefly state the connection between yours and the previous one(s).*

**2. Key Research Question(s) and Project Goals:** *Set out the key research questions for the project. If available, import and edit appropriate sections from the ‘client’/host organization’s preliminary proposal outlining the research needed.*

**3. Key Research Terms:** *Define any research terms with specific meanings or any terms that are not necessarily used in everyday language. Include acronyms, jargon and organizations.*

**4. Relevant Program Issues:** *A brief section that links the project to the student’s field of study.*

**5. Background Research (annotated references):** *In this section a number of key sources (8 to 15) will be cited with brief annotations. References will include recent (within five years) scholarly material, key government documents etc. and the relevance of the selected works to the project must be identified. Following the references, write a two-page summary explaining how the sources provide background information for the research.*

**6. Ethics Application:**

Does the project involve human research? YES □ NO□

(i.e., “any person who is a source of rawunformulated data and who is not acting as, or assisting, the principal investigator”, SSHRC).

*NOTE: If the project* ***does*** *involve human research, insert the following statement:*

**The researcher has applied, or will apply to, the \_\_\_\_\_\_\_\_\_ Department to undertake human****research and adhere to all policies and ethical guidelines established by the University.**

**7. Duration of Project:** *(Insert latest possible dates-see syllabus)*

The project will begin on *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* and end on *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

**8. Project Timeline/Methodological Approach:** *The completed schedule should: accommodate your time constraints; your instructor’s expectations; the demands of the research project; needs and contributions from the community; and course/academic requirements. Estimate the time you think each step will take and the approximate dates by which you expect to complete them. Establishing these timelines, meetings and milestones at the beginning is a useful project management strategy, helping to avert problems and misunderstandings later on. A* ***table*** *listing each step, the estimated time to complete each step, and each step’s date of completion is appropriate. Don’t forget to include in your timeline update meetings with your host and project coordinator. It is not necessary to include class time.*

*Detail:*

* *the* ***major steps*** *or tasks involved in completing the project, including approximate hours required to complete each step/task (see #9 below);*
* *the* ***sources and approaches*** *you propose to use for information/data collection (e.g., telephone survey, interviews, archival research); and*
* *the* ***methods*** *proposed to analyze data/information (e.g., transcription of interviews, statistical analysis, qualitative/quantitative approach).*

| **Task, Activity, Meeting** | **When** | **Who** | **Total Hours** |
| --- | --- | --- | --- |
| *Matching Meeting* |  | All Parties (student, faculty supervisor, host organization, TCRC / U-Links Coordinator) | 1 hr |
| *Risk Management Training* | *1 week after matching* | Researcher/Host |  |
| *BHER Pre-Survey* | *1 week after matching* | Researcher |  |
| *Project Agreement Development* | *3-4 weeks after matching.* | Researcher |  |
| *Comments on Project Agreement* | *(Typically 1-week)* | Host, Faculty, TCRC |  |
| *Final (SIGNED) Project Agreement* |  | All Parties |  |
| *Meetings with Host Organization* | *Ongoing (Specify)* | All Parties |  |
| *Ethics Application* |  | Researcher |  |
| *Literature Review (or other deliverables)* |  | Researcher |  |
| *Research Poster Workshop(s)  (Student Researcher must attend ONE session).* | Friday Feb. 9th 1-2:50pm  Monday Feb. 12th  10-10:50pm OR 3-3:50pm  Thursday Feb. 15th 1-2:50pm | Researcher |  |
| *Research Poster (FINAL) Due* | Wednesday Mar. 6th | Researcher |  |
| *Draft final report* |  | Researcher |  |
| *TCRC Celebration of Research: Research poster presentation and event attendance* | Thursday March 21st  9am to 12noon | All Parties |  |
| *BHER Exit Survey* | By End of March | Researcher |  |
| *Comments on final report* | *(Typically, 1-week)* | Host, Faculty, TCRC |  |
| *Incorporate comments into final report* |  |  |  |
| *Submit Final Report to TCRC* | End of Term | Researcher |  |
|  |  |  |  |
|  |  |  |  |

**9. Total hours required to complete this project:** *Insert the total number of hours, based on the total from the schedule above. A rough guide for estimating appropriate time commitments for students: one full credit course involves a total commitment of about 220 hours. Plan your assignment/project proportionally according to the marking scheme and the course syllabus.*

**The total number of hours required to complete this project is estimated at:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Project budget and resources required:** *Consider things like travel expenses, accommodations, long distance phone calls, photocopies, etc. Ensure this section includes not only cash expenses, but also resources such as data/ information, training, staff support, etc. that you will require to successfully complete this project. Identify who will provide each resource (e.g., your professor, your host/‘client,’ other organizations/groups in the community, etc.). TCRC have some resources to support transportation costs. All other project related costs must be negotiated with the host and included in this agreement).*

| **Project Expenses** | **Budgeted Cost** | **Who will pay** |
| --- | --- | --- |
| Research Poster Printing | 25.00 | TCRC |

**11. Project Deliverables and Dissemination of Findings:**

1. **To the host supervisor:** *Indicate clearly, what the host supervisor has requested in terms of tangible deliverables. Has the host requested anything else (i.e. presentation to board, photographs, and contribution to website)?*
2. **To the faculty supervisor:** *Deliverable(s) - Describe number and form, scope/length of document(s), manual(s) or other research report(s) that will be given to the host/‘client’ and evaluated by your faculty supervisor (including the literature review). Other forms of dissemination include presentations at conferences or to host organizations. All final reports should be able to “stand alone”. Final documents must include an abstract (a paragraph long summary of the project), key words (and definitions) that can be used to search for the report in an electronic database,* *table of contents, introduction, methods, analysis, discussion, conclusion, recommendations, acknowledgements and references?*
3. **To TCRC:** *Poster presentation of the project to be showcased at annual ‘Celebration of Research’ (submit the poster design as a power point slide; Digital copy of final project).*

**Section C: Participant Responsibilities**

1. **Responsibilities of All Parties:**
   1. Each party to this agreement has the right to initiate renegotiation of this agreement if circumstances affecting the project change;
   2. Each party has the right to terminate the project if the conditions of the agreement are not being met. Because of the potential consequences to a student’s program of study, a decision to terminate the project must be made in consultation with the TCRC;
   3. The student owns the copyright for all work completed as part of his/her project, but the host organization may use all project reports or papers, in whole or in part, as it sees fit as long as the student is duly credited as the author. (If work is completed collaboratively between the student and staff of the host organization, copyright will be jointly held.);
   4. All parties must complete the pertinent section of the form entitled Work/Education Placement Agreement/Post-Secondary, to enable the Ministry of Training, Colleges and Universities to purchase workers compensation or private insurance coverage for the student;
2. **Responsibilities of the Student:**
   1. To complete the Research Proposal/Project Agreement;
   2. Undertake the project professionally, conscientiously and with due respect to the expectations of the host organization and the University;
   3. Keep the instructor and the TCRC, informed of the project’s progress and notify them of any concerns about the project or the host organization in a timely fashion;
   4. Attend and participate in all necessary meetings (with the instructor, host supervisor and/or the TCRC);
   5. To communicate verbally and non-verbally with supervisor, staff, clients/patients and public in a professional manner;
   6. Ensure that the confidentiality of any information acquired in the course of the project is strictly maintained, notwithstanding the host organization’s commitment to make the results of the project publicly available;
   7. Provide a copy(ies) of the final product(s) of the project to the host organization and the TCRC;
   8. Upon the advice of the instructor, comply with ethical guidelines and review procedures. If applicable, provide a copy of the ethics review application to TCRC;
   9. Participate in TCRC and BHER program evaluation so that we can report to the director(s), funder(s) and broader community about the impact of our work.
3. **Responsibilities of the Host Organization:** 
   1. Orient the student to the organization and work site. Ensure the student understands any risks or hazards that may exist and the safety practices followed. Promptly report any incidents to the TCRC;
   2. Provide adequate direction, ongoing communication and feedback on the quality of work to enable the student to complete the project successfully;
   3. Supply/provide resources listed above needed to complete the project;
   4. Be available for occasional consultation and meetings with the TCRC, as needed for the purpose of monitoring the project or refining the Community-Based Research Program;
   5. Comply with policies and ethical guidelines governing research projects conducted in conjunction with Trent University, as advised by TCRC, the instructor or the student;
   6. Cover all project related costs such as lab fees, extensive photocopying, office supplies, long distance telephone charges, audio/video tapes and some transportation costs;
   7. Participate in TCRC and BHER program evaluation so that we can report to the director(s), funder(s) and broader community about the impact of our work.
4. **Responsibilities of the Instructor:** 
   1. Ensure that the project, as described above, fulfills the requirements of the course;
   2. Provide guidance of an academic nature, advise on and monitor research methodologies employed. Evaluate the student’s learning and grade the work;
   3. Be available to meet with the student(s) at regular intervals, at least monthly, throughout the term;
   4. Inform the TCRC, promptly of any missed meetings, breakdowns in communication, incomplete research/assignments or other incidents that may affect the success of the project;
   5. Determine the need for the research project to be reviewed by the department ethics committee.
5. **Responsibilities of CBR Program Staff:**
   1. Program staff will endeavor to ensure the instructor, the student, and the host organization understand and approve of the nature of the work to be undertaken for the project;
   2. Program staff will serve a liaison function among the parties; will offer advice on best practices in Community-Based Research and assist in overcoming any difficulties throughout the project;
   3. Where appropriate, the TCRC may form and facilitate peer support and project coordination meetings for students working on projects, to enhance learning and coordinate projects.
6. **Academic Integrity:** Academic dishonesty, which includes plagiarism and cheating, is an extremely serious academic offence and carries penalties varying from failure on an assignment to expulsion from the University. Definitions, penalties, and procedures for dealing with plagiarism and cheating are set out in Trent University’s *Academic Integrity Policy*. Students have a responsibility to educate themselves – unfamiliarity with the policy is not an excuse. Students are strongly encouraged to visit Trent’s Academic Integrity website to learn more: [www.trentu.ca/academicintegrity](http://www.trentu.ca/academicintegrity).
7. **Access to Instruction.** It is Trent University's intent to create an inclusive learning environment. If a student has a disability and/or health consideration and feels that they may need accommodations to succeed in this course, the student should contact the Student Accessibility Services Office (SAS), by emailing [accessibilityservices@trentu.ca](mailto:accessibilityservices@trentu.ca). The complete text can be found under Access to Instruction in the Academic Calendar.

**Section D: Signatures**

By signing below, you are stating that you agree to the above terms regarding this Community-Based Research Project. You have a full understanding of what the project entails and what your responsibilities are for the duration of the project. If any aspect of this agreement is altered, all parties must be notified, the agreement amended and re-signed by all parties involved*.*

**Research Ethics**

The provided signature below confirms that the student has discussed their research project with us/me and we/I approve that interviewing and or data collection can be conducted for research.

**Photo/Image/Audio Recording Release**

I hereby give my permission for Trent University, Trent Community Research Centre, to use my photograph/image/audio recording in their publications, promotions and other media.

Student Name: Signature: Date:

Student Agrees to Photo/Image/Audio Release. ☐ Yes ☐ No

Instructor Name: Signature: Date:

Instructor Agrees to Photo/Image/Audio Release. ☐ Yes ☐ No

Host Name: Signature: Date:

Host Agrees to Photo/Image/Audio Release. ☐ Yes ☐ No

CBR Staff Name: Signature: Date: