

1.0 Preamble

SKG will ensure that research activities conducted at SKG are carried out with high ethical standards and accountability.

2.0 Purpose

This policy sets out SKG's requirements concerning research involving human subjects, and its requirements concerning research funded by granting agencies, community partners, and other entities.

3.0 Definitions

"Board" means SKG's board of governors.

"Director of Academics" means the President of SKG, or an individual designated by the President, who is responsible to administer SKG's academic mission, regardless of the title of that position.

"Director of Operations" means the senior executive of SKG who is responsible for SKG's financial administration, regardless of the title of that position.

"Employee" means a person who performs work for wages in any capacity for SKG.

"Instructor" means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG's academic mission. It includes all such employees, whether faculty members or contract employees.

"Research" in this policy broadly refers to all types of research including both funded and non-funded research, including but not limited to research that involves human subjects.

"Researcher" in this policy means an instructor, student, student or intern on placement, or another individual conducting research as part of their involvement with SKG.

"Student" means an individual registered in a course or program of study at SKG, whether full-time or part-time.

"SKG" means Shingwauk Kinooamaage Gamig.

"SKG's community" means SKG's students, instructors, and other employees; volunteers, visitors, and others present in SKG's facilities; and members of the wider community who interact with SKG's students and employees.

4.0 Research involving human subjects

All members of the SKG community involved in research involving human subjects are expected to adhere to the highest standards of ethical conduct.

Instructors who assign or supervise research projects and exercises involving human subjects conducted by students (such as, but not limited to, theses, major research projects, and course-based research) are responsible for providing sufficient ethical oversight to ensure that the student meets the requirements of this policy.

4.1 Tri-Council standards of ethical conduct

All members of the SKG community involved in research involving human subjects are expected to meet the standards set out in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022).

- This policy statement has been developed by the granting councils funded by the Canadian government.
- The statement sets out an ethical framework for research involving human subjects, and addresses consent, fairness and equity in research participation, privacy and confidentiality, ethics review and governance of ethics review, and other matters.
- The statement also sets out specific expectations for research involving First Nations, Inuit, and Métis Peoples.
- The policy statement may be found [here](#).

4.2 Ownership, control, access and possession of Indigenous data and information (OCAP principles)

All members of the SKG community involved in research involving Indigenous individuals and/or communities are also expected to meet principles of ownership, control, access and possession of Indigenous data and information (OCAP principles).

- “OCAP” refers to a set of standardized principles known as ownership, control, access, and possession to ensure that the collection, sharing, ownership, and use of data and information from Indigenous communities are governed and controlled by communities and Nations themselves. OCAP is an important expression of Indigenous data jurisdiction in Canada. OCAP principles have been developed and promoted by the First Nations Information Governance Centre (FNIGC) and comparable organizations. These principles, and practices are intended to ensure that Indigenous people have control over data collection processes in their communities, and that they own and control how this information can be stored, interpreted, used, or shared.
- “Indigenous data sovereignty” refers to the right of an Indigenous Nation or community to govern the collection, ownership, and application of its own data; Indigenous data sovereignty means managing information in a way that is consistent with the laws, practices, and customs in which it is located.

- “Indigenous data governance” refers to the power and authority to make rules and decisions about the design, interpretation, validation, ownership, access to and use of data. Indigenous data governance, whether for a small group or a large nation, means being capable of data leadership and stewardship, future-oriented planning, problem solving, evaluating outcomes, developing strategies, and taking remedial action.

4.3 Research review

[A section will be added addressing requirements for ethics review by a Research Ethics Board (REB) or equivalent, as required by Chapter 6 of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022), after discussion with Algoma University and/or other institutions concerning utilization of its/their Research Ethics Board.]

5.0 Funded research

5.1 Types of funded research

Research grants

Grants for research are funds received by SKG to support the research and scholarship of the researcher. Typically, research supported by a grant is controlled and directed by the researcher to pursue the research interests of the researcher. In general, the granting agency does not specify work or deliverables, require intellectual property rights, or restrict publication in any way. The researcher may be required to provide a report to the granting agency on the work performed.

Research contracts and research agreements

Research contracts or research agreements are agreements negotiated with SKG to provide research on a project. Research contracts normally include a work plan, deliverables, conditions related to publication of results, and clauses related to ownership of intellectual property and its commercialization.

Research contracts or research agreements are considered the business of SKG.

Research agreements may not:

- Restrict the academic freedom of faculty members, including the right to carry out the research as they deem appropriate.
- Inhibit the public disclosure of information about risks to research participants or to the general public, or of threats to the public interest that become known in the course of the research.
- Involve students without appropriate compensation and acknowledgement of their work and contributions.

The activities performed under the terms of an executed contract shall be considered part of the regular duties of an instructor. No remuneration will be made to instructors engaged in contract research contracts or agreements as defined in this section of the policy.

All research contracts require the approval of the Director of Academics and institutional signature prior to implementation.

Specialized services

Specialized services may be provided to external private sector entities or government agencies on a fee for service basis. The results belong to the sponsor.

The Director of Academics determines what is a research agreement and what is a service agreement and must therefore review and sign-off on service agreements.

Gifts

Gifts for research are a voluntary transfer of cash and kind, from individuals, industry, foundations, and other sources to SKG for utilization by a researcher for the support of research and scholarship. The funds are provided without expectation of return or consideration from SKG. No direct benefit to the donor or to anyone designated by the donor is expected from the payment.

Private consulting

Private consulting is a private arrangement between a company or a government agency and an individual researcher. Typically, private consulting does not make use of SKG's resources. However, when a researcher's outside (consulting) activities involve the use of SKG's facilities, their use shall be subject to the prior approval of SKG. The researcher must reimburse SKG for anything other than incidental use of SKG's facilities including full overhead.

An SKG instructor shall disclose any and all private consulting arrangements to the Director of Academics.

The name of SKG shall not be used in any related professional activity unless agreed in writing, by the Director of Academics, although nothing shall prevent a researcher from stating his/her employment rank in connection with related professional activities, provided that he/she shall not purport to represent SKG or speak for it, or purport to have SKG's approval unless that approval has been given in writing.

Students working in research

Where applicable, if students are employed on a research agreement and the work is related to an academic requirement or other educational needs, the language in the agreement must clearly state that there are no restrictions on publications, a student's thesis work, or any other educational restrictions.

5.2 Policies concerning funded research

The following policies apply to all types of funded research, including (but not limited to) those types described above in this policy.

- Private consulting, as described above, is exempt from these requirements, except where noted otherwise.

All research activities at SKG (including private consulting) shall be performed subject to the research policies established by SKG.

All applications for external funding, regardless of the sponsor's requirements, must be signed by the Director of Academics.

All agreements must be approved by SKG. Institutional signing authority for research agreements is delegated to the Director of Academics. Agreements for funding above \$300,000 require the signature of the Director of Academics, the Director of Operations, and the chair of the board.

In principle, funding for research projects should cover all the costs of doing the research at SKG except, normally, for the researcher's salary. Since the total cost of a research project is made up of both the direct and indirect costs, a project budget should account for both sets of costs.

It is the policy of SKG to be recompensed for all the direct and indirect costs of all research contracts/research agreements. Where permitted by the policy of the granting agency, SKG seeks to recover indirect costs in the interest of supporting the research infrastructure of SKG. Any indirect costs not recovered from sponsoring agencies are supported by the general operating funds of SKG.

All funds received in support of research are administered on behalf of researchers by SKG. Payments for research must be payable to SKG, not to the individual researcher.

Capital equipment purchased from research funds belongs to SKG unless otherwise specified.

6.0 Related Policies, Procedures & Documents

ACAD 15 Indigenous Data Sovereignty, Intellectual Property, and Copyright

SKG's policies and procedures may be found on its website.

7.0 Responsible Officer

Director of Academics

8.0 Version history

Board's approval pending recommendation of Academic Advisory Circle: December 2023

Recommended by Academic Advisory Circle: ADD DATE when completed

Approved by Board: ADD DATE when approved

Original Approval Date: ADD DATE of first approval

Current Approval Date: ADD DATE when approved

Effective Date: ADD DATE when approved

SKG gratefully acknowledges that parts of this policy are patterned on those of OCAD University and Trent University.