

Insights into Community Experiences with Research License Review Across Nunavut

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MAKING RESEARCH WORK FOR NUNAVUMMIUT: UNDERSTANDING COMMUNITY GROUP EXPERIENCES WITH RESEARCH LICENSE REVIEW

Welcome! We invite you to complete this survey if you are a member or a representative of a research license review committee in Nunavut. Please confirm the following before you start:

- I have received and read the *Letter of Information* [<https://straightupnorth.ca/making-research-work-for-nunavummiut/>] about this project co-led by researchers at the Nunavut Research Institute and McMaster University.

- Yes
- No

- *If NO* If you have not read the *Letter of Information*, we encourage you to review the letter to learn more about this project before starting the survey [<https://straightupnorth.ca/making-research-work-for-nunavummiut/>]. If you prefer, you can contact Alexis Polidoro (PhD Student at McMaster University) at (905) 741 2963 or polidora@mcmaster.ca for an overview of the project, or if you have any questions about this survey.

- I have now had the chance to review the *Letter of Information*, and I am ready to continue with the survey.
- I do not want to continue with the survey.
- I have had the opportunity to ask questions about my involvement in this study and to receive additional details I requested.

- Yes
- No

- *[If NO]* If you have not had the opportunity to ask questions about your involvement in this study or did not receive additional requested details, please contact Alexis Polidoro (PhD Student at McMaster University) at (905) 741 2963, or polidora@mcmaster.ca.

- I have now had my questions answered, and I am ready to continue with the survey.
- I do not want to continue with the survey.
- I agree to continue with the survey, according to the terms explained in the *Letter of Information*.

- Yes
- No

- *[If Yes to all, continue to survey questions.]*
- *[If either No or I do not want to continue with the survey are selected for ANY of the options above, skip to the message below.]*
- Thank you for considering this survey. If you have questions or concerns about the project, please contact Alexis Polidoro (PhD Student at McMaster University) at (905) 741 2963 or polidora@mcmaster.ca. If you change your mind, you can always come back to this survey through the link provided.

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GROUP DETAILS

1. What is the name of your group (organization or committee)?

2. Who is completing this questionnaire? (*dropdown menu*)

One person on behalf of the group

2a. If one person on behalf of the group, has the committee met to discuss the answers? (*dropdown*)

Yes – answers reflect responses from the whole group

No – in my role I can answer for the group

One member of the group – other group members may also respond individually

Other, please explain:

RESEARCH LICENSE REVIEW

3. How many research license applications does your group receive from the Nunavut Research Institute each year?
(*select one from list*)

1 – 10

11 – 20

21 – 40

41 – 60

More than 60

I do not know

I prefer not to answer

4. Does your group review **ALL** of the research applications that you receive from the Nunavut Research Institute?

Yes

No

4a. [*If Yes, skip to Question 5*]

4b. If **No**, how many license applications does your group review out of the total you receive?
(*select one from list*)

None

Some (1 – 39%)

About half (40 – 60%)

Most (61 – 99%)

I do not know

I prefer not to answer

If any percentage is selected, please answer the following open-ended questions, and then continue to Question 5]

4c. Please explain how your group decides which license applications are reviewed or not.

I prefer not to answer

4d. What affects this decision? (e.g., time of year, time available for the group to meet, length of application, research topic, translation, group member availability, etc.)

I prefer not to answer

*[If **None** is selected, please answer the following open-ended question, and then skip to **Question 13**]*

4e. What affects your decision not to review license applications? (e.g. time of year, time available for the group to meet, length of application, research topic, translation, group member availability, etc.)

I prefer not to answer

5. When your group reviews research license applications, it is:

(select all that apply)

- At a specific meeting organized to review and discuss applications
 - Part of a regularly scheduled meeting to discuss various matters
 - By email
 - I prefer not to answer
 - Other, please explain:
-

6. How often does your group meet (in person, virtually, or by phone) to review research license applications?

(select one from list)

- Weekly
 - Biweekly (every two weeks)
 - Monthly
 - As needed
 - We don't meet to review applications
 - I do not know
 - I prefer not to answer
 - Other, please explain:
-

6a. If you don't meet to review applications, do members review individually, or do you not review at all? Please explain:

7. How long does it typically take for your group to review **one research license application** (including reading the application, meeting to discuss, and preparing comments)?

(select one from list)

- 1–29 minutes
- 30–59 minutes
- 1–2 hours
- More than two hours
- I do not know
- I prefer not to answer
- It depends on the application, please explain:

8. Who reviews research license applications?

(Select one from list)

- All members of the group
- One person representing the group
- I prefer not to answer
- It is different each time. Please explain:

8a. If one, what is their job title/role in the group?

9. Does your group use a set of criteria or guidelines that help you evaluate research license applications?

- Yes
- No
- I do not know

9a. If **Yes**, please explain the main criteria and list any specific documents you use as guidelines

9b. If **No** or **I do not know** *[skip to Question 11]*

10. Does your group consult and/or coordinate with other organizations in your community when you review research applications?

- Yes
- No
- I do not know

10a. If **Yes**, please list the organizations in your community that your group consults and/or coordinates with when you review research applications

10b. If **No** or **I do not know** *[skip to Question 12]*

11. Do members of your group receive compensation for their time in research license review?

(Select one from list)

- Yes, all of them do (as part of their job, committee role etc.)
- Yes, some of them do
- No, no one receives compensation
- I do not know
- I prefer not to answer

12. For the members of your group who are compensated for their time in research license review, how are they compensated?

(Select all that apply)

- It is part of their job
 - It is part of a committee role that includes compensation
 - I do not know
 - I prefer not to answer
 - Other, please explain:
-

COMMUNICATIONS WITH THE NUNAVUT RESEARCH INSTITUTE

13. When the Nunavut Research Institute sends a research license application to review, they typically provide a deadline of 30–45 days for a group to complete and return the *Reviewer Recommendation Form*. The timing is:

(Select one from list)

- Always enough time to review
 - Usually enough time to review
 - Sometimes enough time to review
 - Never enough time to review
 - I prefer not to answer
 - Other, please explain:
-

14. How often does your group **provide feedback** on a license application to the Nunavut Research Institute?

(Select one from list)

- Always (for every application)
 - Usually
 - Sometimes
 - By completing the *Reviewer Recommendation Form*
 - Written comments in an email
 - Written comments by fax
 - Over the phone
 - In person
 - I do not know
 - I prefer not to answer
 - Other, please explain:
-

- 14a. *[Only if Always/Usually/Sometimes is selected, please answer the following question, otherwise skip to Question 17]*

How do you provide your feedback to the Nunavut Research Institute?

[Only if anything other than Reviewer Recommendation Form is selected, please answer the following question, otherwise skip to Question 17]

14b. The NRI provides the *Reviewer Recommendation Form* to help reviewers summarize comments. We are interested in understanding reasons why reviewers might **not use** the form. Please share with us why you might **not use** the *Reviewer Recommendation Form*.

- Never
- I do not know
- I prefer not to answer

15. How often does your group **share concerns** to the Nunavut Research Institute about a research license application? *(Select one from list)*

- Always (for every application)
- Usually
- Sometimes
- Never
- I do not know
- I prefer not to answer

15a. *[Only if Always/Usually/Sometimes is selected, please answer the following questions, otherwise skip to Question 18]*

What are some of your main concerns you have shared with the Nunavut Research Institute about research license applications?

15b. Do you feel that your concerns are addressed? Please explain:

- I do not know
- I prefer not to answer

16. How often does your group **request specific terms and conditions** be attached to a research license for the projects that you review? *(Select one from list)*

- Always (for every application)
- Usually
- Sometimes
- I do not know
- I prefer not to answer
- Never
- I do not know
- I prefer not to answer

16a. *[Only if Always/Usually/Sometimes is selected, please answer the following questions, otherwise skip to Question 19]*

What are some of your main terms and conditions?

16b. Do you feel that your terms and conditions are met? Please explain:

17. Researchers are required to provide **annual summary reports** to the Nunavut Research Institute for each research license they hold. How often does your group receive annual reports from the Nunavut Research Institute
(Select one from list)

- Always (for every license)
- Usually
- Sometimes
- Never
- I do not know
- I prefer not to answer

18. Select your level of agreement with the statements below.

[It will be a row of buttons beside each statement, and they just click the one that corresponds to level of agreement]

The Nunavut Research Institute Reviewer Recommendation Form is helpful	Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree	Not applicable	I do not know
The Nunavut Research Institute provides enough information about each project for us to evaluate							
The Nunavut Research Institute responds to our questions or comments in a timely manner							
Research summaries use plain language that is not too technical							
We require help from people with specific technical expertise to evaluate some research license applications							
Inuktitut translations are accurate enough for us to evaluate applications							

OPPORTUNITIES AND CHALLENGES

We welcome additional feedback on any aspects that you feel are working well in the research licensing review process, and parts that are not working so well. This section is **OPTIONAL** to complete. If you prefer to meet (by phone or Zoom) to discuss, please provide your contact information in the **Follow-up** section.

19. Please share any comments you have on:

What is working well in the research licensing review process?

What does your group find challenging about the research licensing review process, and why?

What can be done to address each challenge you face?

What does your group want to see changed in the research licensing process?

What would be good to keep the same in the research licensing process?

Are there any other experiences or suggestions you want to share?

FOLLOW-UP

20. Would your group like to receive updates on our project, and any reports that come from our work?

- Yes
- No

20a. *[If No, skip to #21]*

20b. *[If Yes, how would your group like to receive provide updates and results?]*

- Email (please provide email address(es))

- Canada Post mail (please provide mailing address)

21. Would your group be interested in sharing more details about your research license review experiences?

- Yes
- No

21a. *[If No, skip to Confidentiality section]*

21b. *[If Yes, who is the main contact we can follow up with? Please provide their contact information:]*

Name: _____

Email: _____

Phone: _____

CONFIDENTIALITY

22. The Nunavut Research Institute will have access to all detailed survey responses. When we send the results to the Nunavut Research Institute, how do you want to be identified?

[select one]

- I want the name of my organization included so the Nunavut Research Institute knows these are our responses
- I want my organization to remain anonymous, so the Nunavut Research Institute **DOES NOT** know these are our responses

ACKNOWLEDGEMENTS

Feedback from review committees across Nunavut will be compiled and made publicly available in reports, publications, presentations, and social media. We would like to acknowledge your important contributions through this survey.

23. Can we include the name of your group (organization or committee) in public documents and presentations to acknowledge your time and feedback?

- Yes
- No

In addition, please select if you want:

[Select all that apply]

24. The names of all individual committee members included.

If so, please provide all names:

The names of one individual included to represent the committee.

If so, please provide their name and their role (e.g. Manager, Secretary, Chair, etc.)

- Quotes from open-ended responses to be ***anonymous***
- Quotes from open-ended responses to be ***attributed to your group/organization***
- If you would like quotes from your responses to be attributed in a different way, please specify here:

- None of the above

Thank you for taking the time to provide your feedback on the research licensing review process in Nunavut.

