



**Sun Life**

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**CENTRE FOR  
HEALTHY  
COMMUNITIES**

WILFRID LAURIER UNIVERSITY

**Research Policies & Procedures  
Guidebook  
2024**

Sun Life Centre for Healthy Communities  
Wilfrid Laurier University

**Research Policies & Procedures Guidebook 2024**

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## Introduction

The [Sun Life Centre for Healthy Communities](#) (CHC; also referred to in this document as the “Centre”), is a non-profit organization housed within the Northdale Science Research Centre at [Wilfrid Laurier University](#) (WLU). The Centre provides both on-campus and off-site programming to the community as a platform for conducting research on physical activity and healthy living knowledge.

CHC is committed to conducting, supporting, and disseminating holistic, inter-disciplinary research on physical activity and healthy living across the lifespan. CHC fully supports the exchange and transfer of knowledge within academic and community settings to better understand and implement information related to active, healthy living and personal wellness.

This guidebook is designed to provide information and direction to individuals applying for CHC research funding, interested in obtaining CHC administrative data, seeking approval to undertake research related to the Centre, and/or currently conducting research associated with the Centre. The term ‘research’ refers to any “undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation” (TCPS2, 2022) and may pertain the collection, analysis, and/or reporting of information from individuals involved in CHC activities, resources, programs, and/or initiatives (e.g., participants, caregivers, leaders/coaches, volunteers staff, community partners) to answer a research question(s).

CHC research policies and procedures are based on and adhere to Tri-Agency (Canadian Institutes of Health Research Natural Sciences and Engineering Research Council of Canada Social Sciences and Humanities Research Council of Canada) and WLU institutional policies. Where possible, the language adopted in this guidebook reflects documentation and online resources provided by WLU and the Tri-Agency. Researchers are responsible for reviewing the principles, standards and procedures for governing research involving human participants in Canada outlined in sources of information provided by WLU and the Tri-Agency.

Please note that this is a ‘living document’ and will be updated regularly.

## Mission

The Sun Life Centre for Healthy Communities believes in the power of healthy living to enhance and empower members of our community. Our mission is to leverage evidence-based sport for development programming in order to cultivate wellness resources and initiatives, fostering self-sustaining, vibrant, and healthy communities.

## Vision

To be a change-maker in developing and providing inclusive evidence-based wellness programs, resources, and educational initiatives that positively impact the health and wellness of communities in which Laurier resides.

## 4 Pillars of Sun Life Centre for Healthy Communities

The 4 Pillars of CHC are independent but interconnected. These pillars are designed to enhance the wellness of our community in the broadest sense. These pillars are multifaceted and provide a path for CHC, participants, and the community at large to harness their power by directing efforts toward these specific pillars and the goals created to support these pillars. In developing the 4 Pillars of CHC we considered the United Nations Sustainable Development Goals and the eight dimensions of wellness: emotional, physical, occupational, social, spiritual, intellectual, environmental, and financial.

Pillar	Definition
HEALTHY BODY	Healthy bodies contribute to overall health and wellness. This pillar encompasses aspects related to the physical body such as: physical activity, functional movement, nutrition, as a preventative approach to reduce the risk of chronic illness and support overall well-being.
HEALTHY MIND	Healthy minds contribute to overall health and wellness. This pillar encompasses aspects related to: social connection, relationships, personal expression, knowledge and skills to identify and manage emotions. This pillar also seeks to develop individual confidence to make positive lifestyle choices.
HEALTHY COMMUNITY	Helping community members realize their own power and ability to influence and advocate for positive lifestyle changes.
HEALTHY GROWTH	Cultivate opportunities for ongoing optimal growth and development of participants, staff, partners, and community members. Fostering an adaptable environment and culture of learning that continually seeks and utilizes research evidence to improve CHC programs, policies, practices, resources, and initiatives. Capitalizes on innovative ways to bring about positive changes in the health and well-being of communities.

## Research Objectives

### a. Research Objectives

The fundamental goal of the Centre will be realized through six integrated research objectives:

**Objective 1:** Explore the socio-ecological (individual, interpersonal, organizational, community, and public policy) antecedents and consequences of physical activity of participants of CHC programs.

**Objective 2:** Develop a coherent understanding of the effects of physical activity on the development of motor abilities, cognitive abilities, and psychological and social behaviours in children, youth, and adults of CHC programs.

**Objective 3:** Determine the cardiovascular, metabolic, neurophysiological, and muscular adaptations to physical activity participation in CHC programs.

**Objective 4:** Explore the health and well-being of individuals from a variety of perspectives, such as sleep, nutrition, cognitive, motor, social, and parental or caregiver influences of CHC participants.

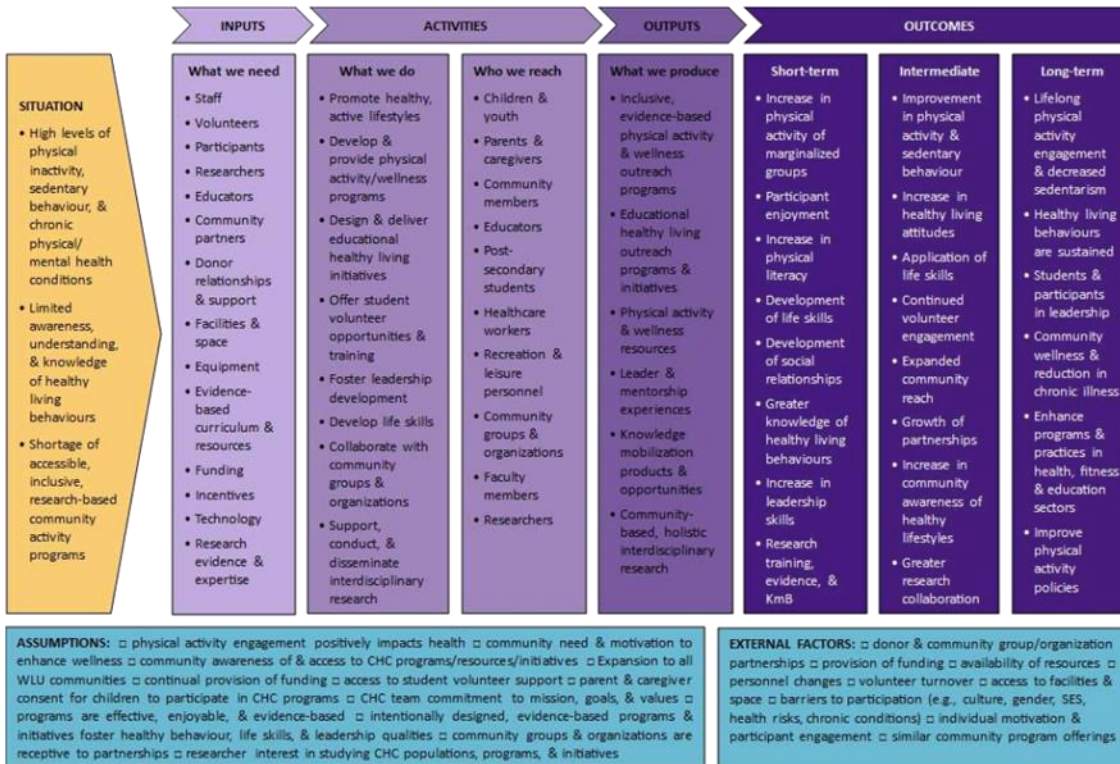
**Objective 5:** Develop and evaluate CHC physical activity programs and wellness initiatives to foster continuous improvement and positive outcomes for CHC community members, including program participants and volunteers.

**Objective 6:** Promote equity, diversity, and inclusion (EDI) in the conduct and support of research.

## b. CHC Logic Model

### Sun Life Centre for Healthy Communities Logic Model

**MISSION:** The Sun Life Centre for Healthy Communities believes in the power of healthy living to enhance and empower members of our community. Our mission is to leverage evidence-based sport for development programming in order to cultivate wellness resources and initiatives, fostering self-sustaining, vibrant, and healthy communities.



## CHC Team

The Centre is committed to holistic, integrated research to inform the development of wellness programs, resources, and initiatives related to healthy, active living communities. The CHC team is pleased to support researchers conducting projects that align with the Centre's mission, values, strategic goals, and research objectives. Key CHC contacts are listed below:

### a. CHC Research Coordinator



**Amy Gayman, PhD, Email: [agayman@wlu.ca](mailto:agayman@wlu.ca), Phone: 548-889-4932**

Dr. Amy Gayman is the primary contact for all CHC related research activities. Researchers are encouraged to contact Dr. Gayman if they have questions or concerns about conducting research with CHC or are interested in accessing CHC secondary data.

### b. CHC Manager



**Nicole Vandermade, Email: [nvandermade@wlu.ca](mailto:nvandermade@wlu.ca), Phone: 548-889-3841**

Nicole Vandermade supervises all CHC personnel, programming, and initiatives. She also serves as the Facilities Coordinator of the Northdale Science Research Centre. Please address inquiries regarding CHC personnel, programs, equipment, and/or facilities to Nicole.

c. CHC Executive Director



**Alanna Harman, PhD, Email: [aharman@wlu.ca](mailto:aharman@wlu.ca)**

Dr. Alanna Harman oversees the direction of CHC to ensure the Centre's practices and activities align with the strategic plan and donor/partner expectations. For information related to the Centre's oversight, please connect with Dr. Harman.

d. CHC Program Leader



**Mackenzie Morgan, MSc, Email: [mmorgan@wlu.ca](mailto:mmorgan@wlu.ca)**

Mackenzie Morgan assists with development, administration, and implementation of CHC programming, including the organization and mentoring of CHC program volunteers. Questions pertaining to CHC programs or volunteers can be directed to Mackenzie.

## Responsible Conduct of Research

The Centre endorses Tri-Agency and WLU policies regarding responsible conduct of research, which "is the behavior expected of anyone who conducts or supports research activities throughout the life cycle of a research project (i.e., from the formulation of the research question, through the design, conduct, collection of data, and analysis of the research, to its reporting, publication and dissemination, as well as the management of research funds). It involves the awareness and application of established professional norms, as well as values and ethical principles that are essential in the performance of all activities related to research. These values include honesty, fairness, trust, accountability, and openness" (TCPS2, 2022, p. 3).

All individuals conducting research activities affiliated with the Centre, including (but not limited to) all full-time faculty, contract teaching faculty, adjunct faculty, emeritus faculty, post-doctoral fellows, research assistants and associates, visiting scientists/scholars, staff, and students, will promote and maintain a positive research environment, research integrity, and high standards of ethical conduct (see WLU [11.14 Policy for the Responsible Conduct of Research](#) and the [Tri-Agency Framework: Responsible Conduct of Research](#)).

## Approvals to Conduct CHC Related Research

Individuals interested in conducting research involving CHC personnel, volunteers, program participants and/or parents/caregivers must receive WLU Research Ethics Board (REB) and Centre approval prior to engaging in research. This pertains to both primary research conducted in-person on Laurier campuses, off-site locations, or via virtual/electronic means as well as secondary research using CHC data collected for administrative purposes.

All research related to CHC is subject to Centre review and approval to ensure that the:

- work aligns with the Centre's mission, values, strategic goals, and research objectives.
- research-related activities and processes prioritize participant well-being.
- involvement required of individuals to participate in the research is not unduly burdensome.
- Centre has the capacity and resources to accommodate research activities.

Note: Researchers are welcome to consult with CHC in the early stages of project development (before undergoing WLU REB review) to ensure that the Centre can accommodate their research and then follow-up with an application to conduct research with CHC once ethical approval has been obtained from the WLU REB.

#### a. Submission Process

Individuals interested in conducting research with CHC must complete the CHC Related Research Application Form. It is strongly recommended that applications are submitted the semester prior to the intended start date of the research. Deadlines for submission are the first business day (or earlier) in December for Winter Semester, August for Fall Semester, and May for Spring/Summer Semester. When planning your project, please consider that WLU REB ethical review and clearance is required before applications will be accepted. Researchers will need to include a copy of their WLU REB clearance letter with their application.

#### b. Review Process

Applications to conduct CHC related research are reviewed by the CHC Executive Director, Manager, Research Coordinator, and Program Leader. The following criteria is used to evaluate research proposals:

- the project has received and included WLU REB clearance.
- the research objectives align with CHC's mission, values, strategic goals, and research objectives.
- participation in the research is not overly demanding or burdensome for CHC community members.
- research activities require minimal disruption to CHC programs, processes, or work.
- the proposal provides detailed information regarding the purpose, aims, methodology, design, benefits, and potential risks of the research.

*Please note that CHC coaches, volunteers, and/or instructors are not permitted to conduct research on behalf of the researcher(s) to avoid potential conflicts of interest.*

#### c. Review Results

Applications will be reviewed by the CHC team within 5-10 business days of the initial submission. The CHC Research Coordinator will notify the Principal Investigator of the review results via e-mail. Applications to conduct research with CHC may be accepted, returned with revision requests, or declined. Authorization to conduct CHC related research is valid for the length of time specified in the application. Researchers can apply to extend research activities, if necessary.

#### d. Approved Research Requirements

Following approval to conduct research with CHC, the Primary Investigator will work with the CHC Research Coordinator and CHC Manager to arrange research activities. Researchers are responsible for adhering to WLU REB requirements for ethical conduct. All modifications and/or extensions to the research must be approved by the WLU REB and communicated to the CHC Research Coordinator at least 5 business days following clearance. A copy of the WLU REB modification/extension approval notification must be provided.

The Primary Investigator is also responsible for submitting a Final Report outlining the study results to the CHC Research Coordinator within 1 month of completing the project. The Final Report provides an overview of the project objectives and outcomes. This information can be used by the Centre to report back to donors, promote CHC related research, and inform community. Should the research activities extend beyond a 12-month period (from the date of CHC approval), an Annual Progress Report will be submitted to the CHC Research Coordinator to provide the Centre with an update on the study progress.

Notes: A final report for each previously funded initiative must be received before the next application for research support is accepted. Please review the section on [knowledge mobilization](#) to learn more about requirements related to the dissemination of CHC related research findings.



## Institutional Research Ethics Board Review

All research involving human participants and human biological materials conducted within WLU's jurisdiction or under WLU auspices is governed by University [Policy 11.13: Ethics Review of Research Involving Humans](#) and subject to University REB review and clearance prior to commencement. Therefore, all research activities involving human participants and human biological materials that are affiliated with the Centre, including funded and non-funded projects conducted by Laurier and/or external researchers (not employed by WLU), must undergo ethical review and receive clearance from the WLU REB before obtaining and/or using data for research purposes.

### a. Research Requiring WLU REB Clearance

All research activities affiliated with the Centre involving human participants and/or human biological materials must apply for WLU REB review, receive ethical approval before engaging in research activities, and ensure that the research is conducted as approved by the REB (either via original approval or a modification request). Multi-site research that has received ethical clearance from another institution will also require WLU REB review. Ethical review of a project(s) by another institution does not satisfy Laurier's requirements for ethics review. External researchers (individuals not employed by WLU) will first need to obtain REB approval from their home institution before applying to the WLU REB for review and clearance of research that requires access to WLU resources e.g., equipment, e-mail, meeting rooms) regardless of where the research takes place. Refer to the [WLU REB Researcher Handbook](#) for more information.

For research involving primary data collection, see University [Policy 11.13: Ethics Review of Research Involving Humans](#) and [Article 2.1 in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) on the scope of research requiring WLU REB clearance. Consult the [Standard REB Application companion document](#) for guidance on how to complete a WLU REB application in [Romeo](#).

### b. Research Exempt from WLU REB Review

Some research may not require WLU REB review if it relies exclusively on publicly available information, involves observation of people in public places, secondary use of *anonymous* information or *anonymous* human biological materials, or is conducted for quality assurance, quality improvement and/or program evaluation purposes. Creative activities that do not obtain and/or assess responses from participants to answer a research question(s) do not require ethical review. **Note that it can be difficult to ascertain whether activities are considered exempt from REB review. Researchers are required to consult with the WLU REB directly to determine if their research is considered exempt prior to starting a project(s).** Complete the [REB Exemption Form](#) to seek guidance from the WLU REB. Also refer to University [Policy 11.13: Ethics Review of Research Involving Humans](#) and [Articles, 2.2 to 2.6 in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) to become familiar with the scope and criteria of work that may be exempt from WLU REB review.

## Multi-jurisdictional Research

Multi-jurisdictional research often involves participation of various local populations, institutions, and/or research ethics boards. See [Chapter 8: Multi-jurisdictional Research in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#).

For research conducted in collaboration with researchers at the University of Waterloo (UW) may apply for WLU and UW joint ethics review. Individuals planning to conduct research off-campus with participants involved in CHC programming or educational initiatives (e.g., schools, hospitals, correctional institutions, private sector companies, Indigenous communities, other post-secondary institutions) may be required to seek other

approvals (in addition to WLU REB review) prior to the start of the project(s). For any research that involves off-campus activities researchers should refer to the [Off-Campus Activities Program](#).

Note: School boards within the Region of Waterloo (e.g., Waterloo Region District School Board and Waterloo Catholic School Board) have additional ethical review requirements that may not be part of the WLU REB process (e.g., consent is needed from principals, valid police checks for all researchers, and a separate research ethics application and review process from the school board's Research Ethics Committee). For further information, please consult the [Waterloo Region District School Board Research and Evidence-Based Practice Department](#) and/or [Waterloo Catholic District School Board Guidelines for Conducting Educational Research](#) webpages.

## Adverse Events

Researchers are required to report all unanticipated occurrences associated with their research immediately to the WLU REB by completing an adverse event report on [Romeo](#). This includes but is not limited to any undesirable experience or response by a study participant (emotional, psychological, or physiological in nature) occur in relation to study participation or as a result of the research procedures. Researchers will also inform the CHC Research Coordinator of the event immediately following its occurrence.

## Use of Northdale Science Research Centre

CHC is housed within the Northdale Science Research Centre (NSRC) at WLU, located at 66 Hickory Street, Waterloo, Ontario. NSRC is under the jurisdiction of Laurier's Faculty of Science and therefore, the assignment of shared spaces is at the discretion of the Dean of Science. Given that the building is designated as a research centre, research related activities will receive first priority. However, in recognizing the diverse nature of faculty interests, the Faculty of Science will provide opportunities for other projects or programs to request use of gym and studio space. This policy is in accordance with Laurier's Booking of University Space and Facilities Policy 4.0 and more specifically [section 4.11](#).

### a. Available Shared Spaces

NSRC contains gym (NC102), studio (NC115), and interview room (NC115B) space. Controlled Building Hours: 8:30 a.m. to 8:30 p.m., Monday to Friday; Restricted Building Hours: 8:30 p.m. to 8:30 a.m., Monday to Friday; 8:30 am to 4:30 pm, Saturday and Sunday. Northdale Gym Access will be granted through key access arranged by Northdale Facilities Coordinator. Northdale Studio and Interview Room Access will be granted through tap access using OneCard.

### b. Shared Spaces Booking Process

Laurier full-time faculty members and contract teaching faculty (currently on an active teaching contract) must submit a [written application](#) to request the use of spaces in NSRC. Students wishing to book shared CHC spaces must have their supervisor submit a request on their behalf. The online form will require the following information. Please note that incomplete applications will not be considered.

- a. Faculty Member (PI) Name and contact info
- b. Date of Submission
- c. Emergency Contact Number
- d. Department or Organization
- e. Northdale Space Requested
- f. Name of Proposed Program
- g. Space Requested
- h. Approved REB number (and screenshot of REB approval email)
- i. Start and end times of program
- j. Start and end dates of program

- k. Number of sessions each week (i.e. weekly or bi-weekly)
- l. Estimated number of participants
- m. Equipment needed
- n. Volunteer Names, including ID numbers if volunteers are students. If this information is unknown at the time of application submission, it is the responsibility of the PI to ensure that volunteers are identified to the NFC prior to participating in activities

A [Gym Booking Form](#) can be accessed online. In addition to completing the online Gym Booking Form, anyone requesting gym access must also complete the [Faculty Member Application Check List](#) to confirm they understand the booking procedure. A new application must be submitted for each program or project for which they are requesting space within NSRC. Individuals who submit more than one application will be asked to prioritize their projects and preferred time slots. Applications to book space(s) are due by 4:30 pm on the first business day in December (Winter Semester), August (Fall Semester) and May (Spring/Summer Semester).

All Northdale Faculty members will have viewing access to the unofficial NSRC Gym, Studio, and Interview Room schedule using the Northdale OneNote. Due to the nature of OneNote, anyone with access has the ability to edit, so the official Northdale Calendar will be kept by the Northdale Facilities Coordinator, and they will be sure to keep the OneNote updated. This calendar will be developed each semester, and will be updated three times annually. Flexible booking is possible during the semester. Spaces that are available in the booking calendar can be requested by e-mailing the Northdale Facilities Coordinator.

#### c. Shared Spaces Allocation Process

Following the semester deadline for applications, the Northdale Facilities Coordinator will allocate space in the following order: 1) continuing research projects that have received WLU REB clearance\*; 2) new research projects that have received WLU REB clearance; 3) academic courses/tutorials; 4) Laurier-based community outreach programs; 5) projects from outside the Laurier community (i.e., youth sports teams, community organizations, etc.). WLU REB approved research projects will be assigned priority by the REB approval date.

\*Note: Faculty members with multiple research projects may initially only book to a maximum of 1/3 of the total booking time. Once all other projects have been scheduled, the researcher will be able to access additional times.

When there is an overlap in spacing request (i.e. two people request the same time slot) the Northdale Facilities Coordinator will contact researchers, identify the time slot conflicts, and request that they collaborate with each other to identify if a project can be moved to a different time slot. In situations where no resolution can be reached, a review of the requirements of each project will take place by the NSRC Sub-Committee (consisting of the Dean of Science, Faculty of Science Senior Administrative Officer, Chair of the REB, and Northdale Facilities Coordinator) who will make a final decision on the allocation of space.

#### d. Confirmation of Booking Requests

Following the allocation of space, researchers will be contacted by the Northdale Facilities Coordinator via e-mail to confirm whether space is available on the day of the week and time of day requested. If requests cannot be accommodated, the Northdale Facilities Coordinator will work with the Primary Investigator to find an alternative day and time for the researcher to use the space.

All individuals must abide by the Gym, Studio, and Interview Room Use Policies. Protocols will be in the confirmation email sent by the NFC.

#### e. Continuing Research Projects

Researchers conducting projects that will continue to use Northdale Science Research Centre space(s) on the same days of the week and times of day in the subsequent semester, are required to submit a written request to the Northdale Facilities Coordinator prior to the first business day in December (Winter Semester), August (Fall Semester) and May (Spring/Summer Semester) to confirm that the project schedule will remain the same as the previous semester.

### Research Equipment

The use of equipment is the responsibility of the PI and equipment must be stored in space assigned to the faculty member. Research equipment may not be stored in shared spaces, unless requested and approved in writing by the Northdale Facilities Coordinator.

CHC equipment may be requested and used free of charge for research purposes that support the strategic research objectives of the Centre. The Centre possesses a BOD POD®, pedometers, and Fitbits. Requests to use CHC equipment can be directed to the CHC Manager. All CHC equipment must be properly used and returned in good condition. Researchers are required to complete a written agreement prior to use of CHC equipment that outlines the policy for lost or damaged equipment.

### Recruitment of CHC Participants for Research

CHC will only promote, advertise, and/or sponsor opportunities to participate in research that are directly affiliated with the Centre. Recruitment requests for research that do not pertain to CHC programming and/or initiatives will not be considered to ensure that members of the CHC community are not overburdened. Researchers conducting studies that are not affiliated with CHC are encouraged to direct their requests to other groups in the community (e.g., WRDSB, local sport organizations).

### CHC Data Collection

#### a. Administrative data collection for internal purposes

CHC personnel may collect data for administrative purposes using methods similar to those employed in research studies (e.g., surveys, interviews, focus groups). For instance, quality assurance, quality improvement and/or program evaluation purposes may be undertaken and analyzed to improve CHC processes, services, and/or programs. The primary purpose of collecting data for administrative purposes is quality assurance or quality improvement (and not academic research). The results of such activities typically remain internal to the Centre but may be presented in a public forum (e.g., shared with CHC board members, donors, and/or partners). If quality assurance and/or quality improvement activities are intended to serve two purposes (that of quality assurance/quality improvement and research), the project must undergo WLU REB review before the project(s) begins. See [University Policy 11.13: Ethics Review of Research Involving Humans](#) and [Article 2.5 in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#).

**Data collection and analysis activities solely intended for internal quality assurance and/or quality improvement must be reviewed and approved by the Office of Research Services prior to implementation.** Please see [Administrative Research for Internal Purposes](#) and/or contact [AdminResearch@wlu.ca](mailto:AdminResearch@wlu.ca) for further information related to administrative research requirements, the approval process, and project guidelines.

Individuals interested in conducting research on CHC data originally collected for the purposes of internal quality assurance, quality improvement, and/or program evaluation should note that the use of information not originally intended for research is considered secondary use of data. Secondary use of data may require WLU REB review and clearance. See the section on [Secondary Use of CHC Data](#).

**b. Data collection for research purposes**

CHC personnel may also collect, analyze, and/or report information from individuals involved in CHC activities, resources, programs, and/or initiatives (e.g., participants, caregivers, leaders/coaches, volunteers, staff, community partners) to answer a research question(s). All research projects undertaken by the Centre must seek and receive WLU REB clearance before the start of research activities. See [University Policy 11.13: Ethics Review of Research Involving Humans](#) and [Article 2.5 in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#).

**c. Research by Individuals in CHC Leadership Roles**

How, when, and where participants are approached to participate in data collection activities and who they are recruited by are important elements in assuring (or undermining) voluntariness. An unequal power relationship can impact the voluntariness of consent when potential participants are recruited by individuals in a position of authority over them (e.g., doctor/patient, teacher/student, employer/employee). Researchers who hold leadership positions in CHC programs and/or educational initiatives hold a dual role (e.g., serving as both the researcher and program leader/coach/volunteer) that may create conflicts, undue influences, power imbalances or coercion that could affect relationships with others and affect decision-making procedures (e.g., consent of participants).

CHC community members should not feel unduly influenced or pressured to participate in data collection activities. Therefore, researchers that hold a leadership role with CHC will not be permitted to recruit and/or collect data from potential participants from the program or initiative in which they are currently or were previously involved in. If applicable, researchers may access de-identified data collected on CHC programs or initiatives by applying to access [CHC secondary data](#). See [Article 3.1 in the Tri-Council Policy Statement: Consent Should Be Given Voluntarily](#) and the [WLU REB Researcher Handbook](#).

**d. Use of Scoreboard**

Scoreboard is a digital platform used by CHC to register, communicate, and engage program participants. Invitations and reminders to participate in data collection activities can be extended to program participants, coaches, and volunteers through Scoreboard's messaging system. Survey data can also be collected electronically via the survey tool on Scoreboard. Survey data provided and housed within Scoreboard is stored indefinitely. This information is linked to participant Scoreboard profiles, which include personally identifying information. Only CHC personnel in executive roles (e.g., Executive Director, Manager, Research Coordinator) have access to survey tools and data on Scoreboard. Any data collected via Scoreboard will be de-identified and exported into a new working file before analysis.

**e. Participant recruitment**

Efforts to recruit participants from the CHC community will be overseen by the CHC Research Coordinator who will work with the CHC Manager and Program Leader to ensure the timing and mode of recruitment is appropriate. Instructors, coaches, and program leaders may remind participants of opportunities to engage in data collection activities but will not extend a direct invitation to participate in data collection activities to avoid undue influence or perceived pressure to participate (see also [Research by Individuals in CHC Leadership Roles](#)).

**f. Informed consent**

CHC personnel will seek informed consent from potential participants when data is collected for research. Information regarding the purpose of data collection, incentives for participation (if applicable), benefits/possible risks of participation will be outlined in understandable language to allow

participants to make an informed choice. When data is collected for internal administrative purposes, participants will also be informed of the reason for requesting their information and offered the choice to participate in the data collection process.

**g. Incentives for Participation**

Incentives may be provided to encourage participation in CHC data collection for research or administrative purposes. For instance, participants can earn points for completing surveys that can be banked and used towards earning items (e.g., sports apparel, equipment) from the store on the Scoreboard platform. Incentives should not be so large or attractive that they unduly induce participation and negate the voluntary nature of the participant's consent (see [Article 3.1 in the Tri-Council Policy Statement: Consent Should Be Given Voluntarily](#)). Participants who complete a short survey (<5-10 minutes) will be awarded 50 points on Scoreboard, while participation in longer data collection sessions (e.g., program exit survey, interview >10 minutes) will be awarded 75-100 points depending on the amount of time required to participate. Participants are also entitled to receive the incentive if they choose not to answer questions or withdraw their participation. As noted in the [WLU REB Researcher Handbook](#), parents/guardians and authorized third parties should not receive incentives or compensation for arranging the involvement in research of the individual they represent, although they may accept reasonable incentives on behalf of that individual.

**h. Storage of Data**

Data collected by CHC personnel for research and/or internal administrative purposes will be stored indefinitely. Survey findings collected electronically via [Scoreboard](#) or Qualtrics will be de-identified and analyzed in a new file that does not contain personally identifying information. Any data collected using physical paper will be stored separately from personally identifying information.

Any identifying information will be stored in a password protected file and kept secure on a password protected computer and/or on OneDrive but remain separate from files containing participant survey responses. A code will be assigned to differentiate between participants so that participants will only be identified in study records by their code and program involvement (ex., Participant 1 of Movin' and Groovin' Parent/Caregiver Program). Participants' coded data will be securely stored on a password-protected computer indefinitely.

Any physical paper copies of data collected in-person will be filed stored in a locked filing cabinet in the CHC Manager's locked office in the Northdale Science Research Centre at Laurier. Virtual data will be stored on Scoreboard. Only CHC staff (e.g., Executive Director, Manager, Research Coordinator) will have permission in Scoreboard to access information from both participant profile records and completed survey data.

**i. Participant Requests to Remove Research Data**

Research participants will be informed in the information/consent letter that study data will be stored indefinitely and that they can request to withdraw their data at any time by contacting the CHC Research Coordinator. Within the information/consent letter, participants will also be made aware that if their survey data has already been published or presented, it cannot be removed from already disseminated results; however, their survey data will be destroyed to prevent continued use of the information they provided.

**j. Reporting of Data**

CHC board members, partners, and donors, including Sun Life Financial, will receive research reports related to program evaluation. Scholarly presentations/publications of the results may also be shared via health and/or physical activity journals/professional associations.

All data reported in the dissemination of CHC research results will be aggregated data. With consent, any direct quotations from open-ended responses included in write ups/presentations will be de-identified. Participants will only be identified by their code. Any identifying information disclosed by participants will be stripped from the results.

## Secondary Use of CHC Data

Information from individuals involved in CHC activities, resources, programs, and/or initiatives (e.g., participants, caregivers, leaders/coaches, volunteers, staff, community partners) may be collected for administrative or research purposes. Secondary use of data occurs when information and/or human biological materials originally collected for a purpose other than the proposed or current research purpose are used. For example, researchers may be interested in re-using data collected by CHC personnel for internal administrative purposes (e.g., quality assurance, quality improvement, and/or program evaluation activities to improve CHC processes, services, and/or programs) to answer a research question(s).

### a. Types of CHC Secondary Data

CHC internal data collected for administrative, or research purposes is typically collected with identifiers. Data that can identify participants is then removed from the working file and replaced with a code. Researchers interested in using CHC data, will have access to the *anonymous* data set. Since CHC retains the information provided by participants indefinitely, and can re-link coded data to personally identifying information, secondary CHC data is not anonymized and therefore, researchers must apply and receive WLU REB clearance to use the data.

### b. WLU REB Review of Secondary CHC Data

Secondary use of CHC data will require WLU REB review and clearance. Individuals intending to use CHC data collected for a purpose other than the proposed or current research purpose must submit the Secondary Use of Data Ethics Application form on [Romeo](#).

### c. Submission Process

Individuals interested in using CHC data for research purposes must complete the CHC Related Research Application Form. When planning your project, please consider that WLU REB ethical review and clearance is required before applications will be accepted. Researchers are welcome to consult with CHC in the early stages of project development (before undergoing WLU REB review) to ensure that the Centre can accommodate their research and then follow-up with an application to conduct research with CHC once ethical approval has been obtained from the WLU REB. Researchers will need to include a copy of their WLU REB clearance letter with their application.

### d. Review Process

Applications to conduct CHC related research are reviewed by the CHC Executive Director, Manager, Research Coordinator, and Program Manager. The following criteria is used to evaluate research proposals:

- the project has received and included WLU REB clearance.
- the research objectives align with CHC's mission, values, strategic goals, and research objectives.
- the proposal provides detailed information regarding the purpose, aims, methodology, design, benefits, and potential risks of the research.

#### e. Review Results

Applications will be reviewed by the CHC team within 5-10 business days of the initial submission. The CHC Research Coordinator will notify the Principal Investigator of the review results via e-mail. Applications to conduct research with CHC data may be accepted, returned with revision requests, or declined.

### Equity, Diversity, & Inclusion in CHC Research

CHC is committed to equity, diversity, and inclusion (EDI) in programming and in research. The Centre aims to engage in EDI research practices that better understand, identify, prevent, and remove barriers to inclusion and full participation in physical activity of equity deserving groups. Furthermore, CHC promotes increasing representation of underrepresented groups including (but not limited to), women and gender minorities, Indigenous Peoples (First Nations, Inuit and Métis), racialized individuals, persons with disabilities, and members of the 2SLGBTQIA+ communities in the design and process of research.

For additional information, please consult the [Tri-agency best practices in EDI](#) research practice and design.

### Research Support

#### a. CHC Research Funding Opportunities

Each fiscal year, CHC will allot a total of \$15,000 to support various research projects directly related to CHC activities, resources, programs, and/or initiatives that align with the Centre's [mission](#), [vision](#), [pillars](#), and [research objectives](#). Researchers may apply for a CHC Research Support Grant by completing a Research Support Grant Application. Funds requested may range from \$3,000 to \$9,000 per project. Depending on the number of applications and funds requested, the number of funded projects may vary each year. CHC aims to fund as many applications as possible. In some cases, the Centre may only be able to offer partial support of a project.

#### b. Funding Application Process

Researchers are required to complete the CHC Research Support Grant application form. Applications will be accepted by the first business day in October and February to be reviewed by at least three members of the CHC Research Advisory Committee (if not in a conflict of interest with the applicant or research team members - [see University Policy 8.1 Conflict of Interest Policy](#)). Applications will be evaluated on the basis of the following criteria:

- Alignment of the proposed research with CHC's mission, vision, pillars, and research objectives\*
- Benefits of the proposed research to participants, CHC, or the community at large
- Suitability of the proposed research methods and approach
- Capability of the research team to conduct the proposed research
- Feasibility of the proposed study given the methods, timeline, and funding amount requested
- Appropriateness of the proposed budget justification
- Potential reach of proposed knowledge mobilization activities

Each criterion will be rated on a scale of 1-10 and summed to a total out of 70.

**\*Note:** projects that do not align with CHC's mission, vision, pillars, and research objectives will not be considered for funding.

#### c. Requirements for Funded Projects

Researchers who have received CHC research support must complete and submit an application to conduct research with CHC and receive WLU REB clearance prior to engaging in research. This pertains



to primary research conducted in-person on Laurier campuses, off-site locations, or via virtual/electronic means as well as secondary research using CHC data collected for administrative purposes.

The Primary Investigator will work with the CHC Research Coordinator and CHC Manager to arrange research activities. Researchers are responsible for adhering to WLU REB requirements for ethical conduct. All modifications and/or extensions to the research must be approved by the WLU REB and communicated to the CHC Research Coordinator at least 5 business days following clearance. A copy of the WLU REB modification/extension approval notification must be provided.

The Primary Investigator is also responsible for submitting a Final Report outlining the study results to the CHC Research Coordinator within 1 month of completing the project. The Final Report provides an overview of the project objectives and outcomes. This information can be used by the Centre to report back to donors, promote CHC related research, and inform community. Should the research activities extend beyond a 12-month period (from the date of CHC approval), an Annual Progress Report will be submitted to the CHC Research Coordinator to provide the Centre with an update on the study progress.

Notes: A final report for each previously funded initiative must be received before the next application for research support is accepted. Please review the section on [knowledge mobilization](#) to learn more about requirements related to the dissemination of CHC related research findings.

## Intellectual Property

The [WLU REB Researcher Handbook](#) acknowledges that intellectual property is typically owned by the creator, but not always, and recommends reviewing Laurier's policies related to intellectual property. WLU has an **inventor-own policy**, meaning that, in general, a faculty member or student who creates an intellectual property owns it, unless there is an agreement to the contrary. The details are governed by university policies for contract research with external clients (see University Policy 11. 2, [Contract Research](#)), faculty intellectual property (see Article 36 in the [WLUFA Collective Agreement](#)), student intellectual property (see University Policy 11.3, [Ownership of Student-Created Intellectual Property](#)). For more information, please contact the [Office of Research Services](#).

## Knowledge Mobilization

CHC aims to bridge the research to practice gap by engaging in knowledge mobilization activities with researchers, practitioners, educators, and community members to promote greater understanding and application of research that supports sport for development, physical activity involvement, wellness, and healthy living. Knowledge derived from CHC affiliated research will be used to inform the development and implementation of programs, resources, and initiatives, and support positive policy changes.

### a. Acknowledging CHC

Researchers funded by or working with CHC to conduct research must agree to recognize the Centre in all knowledge mobilization activities and/or products, including but not limited to affiliated publications, presentations, research websites, social media posts, infographics, visual abstracts, podcasts, blogs, press releases, events). The CHC logo will be used on all print/electronic communications. To access the CHC logo, please contact the CHC Research Coordinator.

### b. Impact of CHC Related Research

The reach and impact of research beyond academia is important to assess. CHC aims to generate and disseminate information to positively influence practices, programming, initiatives and policies related to holistic health and wellness in our communities. Researchers are asked to share the results of CHC related research outputs and outcomes with the Centre.

**c. CHC Annual Conference**

An Annual Conference for Members may be held each year highlighting the research conducted by the membership. Faculty conducting research with CHC are asked to present their work. Student researchers are also invited to share their findings at the conference.

**d. Use and Disclosure of Researchers' Personal Information**

The names and affiliations of individuals funded by or conducting research with CHC may be publicly disclosed in the Centre's efforts to disseminate findings of the work and/or for promotional purposes. Personal contact information (e.g., phone numbers or e-mail addresses) are not shared without the researchers' consent. Any concerns about the use and/or disclosure of personal information, should be directed to the CHC Research Coordinator.

## References

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada. (2002). *Tri-Council policy statement: Ethical conduct for research involving humans*. <https://ethics.gc.ca/eng/documents/tcps2-2022-en.pdf>