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**SASKATCHEWAN REGISTERED NURSES ASSOCIATION  
ADMINISTRATIVE STANDARDS**

**POLICY NAME:** INFORMATION MANAGEMENT      **NUMBER:** AS-4.3.2  
External Research Application Requirements

**POLICY TYPE:** Administrative Standards

**DATE OF ORIGIN:** Apr/04

**DATE REVISED:** July/11

**APPROVED:**

 Oct 11/11

**REVIEW DATE:** Nov/12

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1. Research and/or developmental initiative requests must be submitted to the External Research Committee c/o the Coordinator, Network Support; and must include:
  - a. The name and contact of person requesting the data
  - b. The purpose/benefit of the project and, for research projects, a brief statement of the research question
  - c. For research projects requiring member contact, the procedures to be followed, including length of time for any interviews, questionnaires, and other data gathering activities
  - d. The level and list of any data being requested
  - e. The analysis to be performed on any data
  - f. The nature and intent of any data linkages
  - g. The means by which the researcher will ensure the security of any data
  - h. A description of how and when any data will be disposed
  - i. The names and titles of all individuals who will have access to any data
  - j. A copy of an ethical review application as well as the results or the committee review of the project
  - k. Sources of funding for a research request and proposed analysis
  - l. The definition of the SRNA member population requested
  - m. The project time frame, including any follow-up mailings
  - n. Any publications expected to result from research data analysis and how they will be distributed
  - o. Commitment to provide SRNA with summary research project findings
  - p. Commitment to provide summary research project findings upon participant request
  
2. A researcher requesting facilitation of member contact must agree to inclusion of a letter from SRNA to its members stating that:

- a. Member names and addresses have not been released to the researcher
  - b. Participation in the project is voluntary and that they may choose to withdraw at any time.
3. The approved researcher requesting contact with members must provide SRNA with:
- a. A signed letter of agreement defining the project and the fee structure
  - b. A copy for SRNA of the research tool being mailed, e-mailed or utilized via survey monkey
  - c. Prepared recipient packages, including pre-stamped return mail envelopes if they are being used
  - d. A copy of covering letter to members which must include:
    - i. A description of the project
    - ii. Assurance of participant anonymity and privacy
    - iii. A statement that participation is voluntary
    - iv. Instructions about how to learn of project results
  - e. A signed non-disclosure agreement including assurance that:
    - i. The researcher will use the data only for the stated purpose
    - ii. No attempt will be made to link or otherwise identify a data subject other than as divulged
    - iii. To include only aggregate data in publications or reports
    - iv. To restrict access to the named individuals, maintain the data's electronic and/or physical security, and dispose of the data as specified
    - v. To not disclose the data to others
    - vi. To acknowledge SRNA and/or SRNA members as the data source in any publication or report
    - vii. Researchers who violate conditions for disclosure, or who misrepresent the nature of the data supplied to them, will be subject to sanctions, which may include:
      - a. A written complaint to the sponsoring organization
      - b. Refusal of future access to data or facilitation of member contact
      - c. Legal action
4. A monthly late charge of 18% per annum will be applied to unpaid balance after 30 days.
5. Disclaimer: The views expressed herein do not necessarily represent the views of the Saskatchewan Registered Nurses' Association.

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**Appendix A**  
Saskatchewan Registered Nurses' Association  
**Non-Disclosure Agreement**

I, \_\_\_\_\_, Principal Investigator of the research project titled

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assure that :

- Data will only be used for stated purpose
- No attempt will be made to link or otherwise identify a data subject other than as divulged
- Only aggregate data will be used in publications or reports
- Access to named individuals will be restricted
- The data's electronic and/or physical security will be maintained
- Data will be disposed of as specified
- Data will not be disclosed to others
- The SRNA and/or SRNA members will be acknowledged as the data source in any publication or report

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B**  
Saskatchewan Registered Nurses' Association  
**Agreement Form**

I, \_\_\_\_\_, Principal Investigator of the research project titled  
\_\_\_\_\_ agree to inclusion of a letter from SRNA to its members  
stating that:

1. Member names and addresses have not been released to the research
2. Participation in the project is voluntary and that they may choose to withdraw at any time.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix D**  
Saskatchewan Registered Nurses' Association  
**Fee Structure Template**

Approved research requests will be subject to the research fee structure.

Approved research requests will be subject to the following fees:

Internal consultation and programming: (for sample definition and extraction)	\$200.00 per hour (Min. \$400)
External programming for sophisticated sampling:	at cost
Clerical time for labeling and mailing/emailing:	\$50.00 per hour
Labels:	\$ 0.05 each
Adhesive postage strips for large envelopes:	\$ 0.15 each
Explanatory letter on SRNA letterhead:	\$ 0.10 each
Postage and delivery to post office:	at cost

If processed by a combination of SRNA employees and an external mail preparation service, be subject to a flat fee of \$700 payable to SRNA plus all distributor costs. Distributor costs may be invoiced directly to the initiator by the distributor.

A monthly late charge of 18% per annum will be applied to unpaid balance after 30 days.