

# Manitoba HIV Program

## Manitoba HIV Program Research Charter

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### Log of Drafts

Version	Date	Author	Change Description
1	April 15, 2013	Tara Carnochan	Initial draft
2	June 10, 2013	Tara Carnochan	Second draft, including feedback from Manitoba HIV Program Leadership Committee
3	July 15, 2013	Tara Carnochan	Removed watermark, revised page 4, added credit to Vancouver Native Health
4	September 25 2013	Tara Carnochan	Final edits re: cheque process

This document was adapted from materials produced by Vancouver Native Health Society: <http://www.vnhs.net/about-us/research>

## 1 BACKGROUND

The Manitoba HIV Program (MHP), established in 2007, is a dual site program providing services for Manitobans living with HIV. The Manitoba HIV Program provides high-quality comprehensive care to Manitobans living with HIV. There are two clinical sites within the MHP: the HIV outpatient clinic at the Health Sciences Centre and the community clinic at Nine Circles Community Health Centre. These clinics provide longitudinal multidisciplinary care to over 95% of Manitoba living with HIV and in care in Manitoba. As of 2012, there are approximately 1100 persons in care in the MHP and approximately an additional 100 new patients per year. Through integrated service delivery, patients at both sites are able to access allied care supports, including: social work, mental health therapy, dietician services, pharmacist consults, outreach, occupational therapy, education and prevention services.

Research and evaluation are paramount to learning about the local HIV epidemic, documenting unique struggles, identifying promising developments, and measuring the impact of programs and interventions. The Manitoba HIV Program encourages partnerships with interested researchers and community groups. Manitoba HIV Program staff have conducted, collaborated, and participated in research projects and MHP clients have been included as participants and have worked in research teams and advisory committees. Beyond projects initiating from the MHP, there are frequent requests for MHP staff and clients to participate in various aspects of other local and national projects.

**Context:** While MHP has been selective about which projects will be supported, the general pattern has been one of reacting either to proposals generated by researchers, or responding to calls for proposals from funding bodies. MHP has very limited resources to participate in and support research. At this time, no staff positions are dedicated to facilitate research, limiting the capacity to respond comprehensively to internally generated ideas or external requests for partnership or participation. Strategic planning to foster meaningful, responsive and culturally safe research activities at MHP is needed.

**Purpose:** The purpose of this Charter is to guide a clear, consistent, and coordinated approach to research at both sites of the Manitoba HIV Program.

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## 2 VISION

### 2.1 MHP Research Committee 3-Year Vision

The 3-Year Vision is to be engaged in innovative research that benefits the clients of the Manitoba HIV Program through conducting rigorous, culturally safe, participatory research.

### 2.2 Goals and Objectives

Goals	Objectives
1) Research conducted with MHP will be relevant to MHP clients and will be conducted in ethical, meaningful, responsive and culturally safe ways	1) That all research conducted with MHP be first approved by the MHP leadership team, and progress/challenges will be reviewed at quarterly committee meetings.
2) Outcomes of research conducted with MHP will be communicated effectively to MHP clients and interested community members (i.e. archived on website).	2) MHP will coordinate an annual one-day community research forum in which outcomes of research conducted with MHP will be presented to interested community members.

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### 3 RESEARCH PROCESS

- All parties interested in conducting research at or with MHP will complete the appropriate “Research Request” (see appendix)
- All requests will be vetted by the MHP Leadership Committee, which is currently composed of Nine Circles Executive Director, Nine Circles Clinical Program Manager, Nine Circles Health Promotion and Outreach Manager, Director, Manitoba HIV Program & Associate Director, Manitoba HIV Program. As the MHP Research Program develops, we envision a broader research committee, including community members and other investigators. A “consensus” model of decision-making will be employed for selecting / rejecting proposals.  
**Note: for the Nine Circles site**, projects that are operationally approved by the MHP Leadership Committee will then be sent to the Nine Circles Board of Directors Research Committee for further review.
- At project initiation, data ownership agreements will be developed with each implemented project to ensure clear and transparent agreements regarding data ownership, dissemination, and publication.
- For knowledge translation and project communication, all researchers conducting research with MHP must prepare a summary or progress report annually to the Manitoba HIV Program
- All parties conducting research with MHP must make an oral presentation of their research in progress at the annual “Manitoba HIV Program community research day”. Paid registering for this annual forum (\$150) will be a condition of conducting research with the Manitoba HIV Program.
- Upon completion of the research process with MHP a “final report” (in the form of a poster, report, or manuscript) will be submitted to the MHP Leadership Committee.



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### 4 APPENDICES

#### 4.1 Research Request to carry out research with Manitoba HIV Program

##### **Research Request to carry out research with Manitoba HIV Program**

##### **Request for Research Partnership or Collaboration**

The following information is required for submission to the Manitoba HIV Program (MHP) Leadership Committee before conducting any research with the Manitoba HIV Program. This policy pertains to all levels of research (undergraduate, graduate, or investigator driven) and all types of research (clinical, epidemiological, social, marketing, and others).

The Manitoba HIV Program Leadership Committee will review all completed applications. The committee meets quarterly, and will respond within two weeks of each meeting. Requests must be submitted electronically (by email).

##### Required Attachments:

1. One page single-space summary of research proposal (with methods clearly defined);
2. Describe how the proposed research is aligned with the principles and priorities of the Manitoba HIV Program;
3. A statement explaining what staff time, space and other resources you will be requesting from Manitoba HIV Program;
4. A statement highlighting the impact of your research on Manitoba HIV Program clients or services;
5. A summary of how you will share the findings of your research with clients and/or staff of the Manitoba HIV Program;
6. A copy of your CV;
7. A copy of IRB letter of approval or proposal in development;
8. If your research is approved - Cheque for \$150 (registration fee for the annual MHP Research Forum). Cheque to be received by Nine Circles Community Health Centre before the research is implemented.

*Incomplete applications will not be reviewed.*

##### **Contact person at Manitoba HIV Program:**

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