

Administrative Purposes Only

Application #:
Date Submitted:
Decision:



Toronto
Community
Housing

External Research and Data Request

Date of Request: _____

Applicant Information			
Name			
Street Address			Unit #
City	Province/State	ZIP/Postal Code	
Telephone #		Fax #	
Email			
Applicant Type:			
<input type="checkbox"/> Undergraduate Student			
<input type="checkbox"/> Postgraduate Student			
<input type="checkbox"/> Master's Student			
<input type="checkbox"/> Doctoral Thesis Candidate			
<input type="checkbox"/> Postdoctoral Researcher			
<input type="checkbox"/> Faculty/Institutional Researcher			
<input type="checkbox"/> TCH Partner Organization (for TCH sponsored research)			
<input type="checkbox"/> Other (please specify):			
Student/Postdoctoral Information (for Students or Postdoctoral Researchers)			
Institution Name			
Program/Department Name			
Supervisor		Contact Phone #	
Contact Email			
Institution Information (for Faculty, Institutions, and Partner Organizations)			
Institution Name			
Department			
Principal Investigator's Position			
Research Study/Project			
Proposed Title			
Study Start Date		Study End Date	
Have you received funding for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, in what amount:			
If yes, who is funding the project:			
We ask that all researchers conducting a project involving Toronto Community Housing share the findings of their work with the organization. What form would your findings take (select all that apply)?			
<input type="checkbox"/> PowerPoint Presentation			
<input type="checkbox"/> Formal Report			
<input type="checkbox"/> Film			
<input type="checkbox"/> Other (please specify):			
Study Description			
Briefly describe the objective and research questions of the study.			

State the potential benefits of the findings, especially for Toronto Community Housing (e.g., with respect to services, policies, advocacy efforts, or supporting organizational strategies).

Please note: TCHC reserves the right to request relevant additional data collection, analysis or reporting within reason based on potential benefits to adjacent corporate needs.

Briefly describe the study design and methodology.

Please note: Data collection activities must be in line with all relevant laws (e.g., Ontario Human Rights Code, Municipal Freedom of Information and Privacy Protection Act, etc.).

What will you require from TCHC to conduct the study (select all that apply)?

- Access to Data/Documents
- Contact with Staff
- Contact with Tenants
- Personal Information (names, addresses, health records, etc., of staff or tenants)*
- Other (please explain):

**Personal information (as defined in MFIPPA) cannot be released using the External Research and Data Request process. If your research requires access to personal information via data access or contact with staff and/or tenants, please contact the Information Specialist, Legal Services at*

(416) 981-4231
931 Yonge Street, 6th Floor
Toronto, Ontario M4W 2H2

Research Activities

(complete this section only if the study involves primary research involving Toronto Community Housing staff or tenants; if the study involves only secondary research using Toronto Community Housing data, please skip this section)

Indicate the category and number of participants you plan to recruit:

<u>Participant Category</u>	<u>Approximate Number</u>
Head Office/Program Staff	_____
Frontline Staff (building/community staff)	_____
Tenants	_____
Other (specify): _____	_____

Our staff and tenants are diverse and may include potentially vulnerable groups (e.g., minors, seniors, those facing mental health challenges, etc.). Do you have protocols in place for interacting with potentially vulnerable subjects? Explain.

Please note: TCHC has protocols in place for research involving TCHC staff or tenants, or taking place on TCHC property; should a researcher's protocols be insufficient for the proposed research activities, they will be supplemented by TCHC to ensure the protection of staff and/or tenants.

Briefly describe the participant recruiting protocol you will use:

Please note: The recruitment of participants must abide by TCHC's Conflict of Interest in External Research and Data Use policy.

Has your institution approved this study with respect to research ethics?

Yes No Under Review Will Submit N/A

Does your study involve incentives for participants? Yes No

If yes, please explain:

Please note: The use of incentives must abide by TCHC's Conflict of Interest in External Research and Data Use policy.

Please attach the following documentation to support our assessment of your application:

- Research Ethics Board decision documentation
- Project proposal or outline
- Information and consent documents for participants
- Risk mitigation plan for interacting with any applicable vulnerable populations
- Data collection tools

If any of these documents are missing from your application, please give a rationale (are they not applicable to the study, under development, etc.,)

Toronto Community Housing has a responsibility to protect its staff and tenants in the conduction of research involving them, and their information. We ask that all researchers agree to share their proposed ethical protocols with Toronto Community Housing, and ensure that they are in line with those outlined by the corporation.

- I agree to abide by industry standard ethical practices in the conduction of primary research involving Toronto Community Housing tenants and/or staff.

Disclaimer and Signature

- I understand that permission must be obtained from Toronto Community Housing before commencing any part of this research, or gaining access to any requested data involving the organization.
- I will immediately inform Toronto Community Housing of any changes to topic, or research design of this study.
- I will report any unanticipated issues that arise regarding potential risks to participants, their data, or assets immediately to Toronto Community Housing, including the loss or unauthorized disclosure of data.
- I will send a copy of the formal research findings (e.g., report, presentation, film, etc.) to Toronto Community Housing upon completion. In any publication based on this study, I will acknowledge Toronto Community Housing for its co-operation or contribution, and will notify the corporation at least one month in advance of publication.
- I understand that TCHC has made every attempt to provide up to date and accurate information and data, errors, inaccuracies, omissions or other errors may sometimes occur. All information and data provided is provided “as is” and “as available” with no guarantee, representations or warranties to completeness, accuracy, timeliness, or of the results obtained from the use of this information. TCHC specifically makes no warranty expressed or implied regarding accuracy, adequacy, completeness, legality, reliability or usefulness of any information or data and any reliance you place on such information and/or data is strictly at your own risk and in no event will TCHC, which term includes its owners, officers, directors, employees, successors, heirs, executors, administrators, assigns, subsidiaries, related companies, parent companies and insurers be liable to the Researcher or anyone else for any decisions made or action taken in reliance on the information and/or data provided. TCHC reserves the right to correct any error, inaccuracy or omission at any time without prior notice or liability to the Researcher or any other person and/or company.

Signature

Date

Please submit electronically to research@torontohousing.ca.
Applications take approximately 1-2 weeks to be reviewed.
Applicants will be contacted if additional information or explanation is required.

The personal information collected on this form is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used for processing applications. If you have questions regarding the collection of information on this form, please contact the Planning Assistant, Strategic Planning and Stakeholder Relations:

(416) 981-4025
931 Yonge Street, 7th Floor
Toronto, Ontario M4W 2H2