

Administrative Purposes Only

Application #

Date Submitted:

Decision:



Toronto
Community
Housing

Toronto Community Housing

Research Request and Proposal Application

June 16, 2016

APPLICANT INFORMATION			
Last Name		First	
Street Address			Apartment/Unit #
City	Province/State		ZIP/Postal Code
Telephone#	Fax#	E-mail	
Institution			Department
Correspondence should be sent to: <input type="checkbox"/> Check if same as mailing address			
If you are a student, the following sub-section MUST be completed			
Name of professor/supervisor		Telephone#	Fax#
E-mail	Course Name	Program Name	
The professor/supervisor is responsible for directing the student and for adherence to standard ethical practice.			
RESEARCH PROJECT/STUDY			
Title of Research			
Study Period From: _____ To: _____		Researcher Category <input type="checkbox"/> Faculty <input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Agency Researcher <input type="checkbox"/> Other (specify)	
Have you received a funding grant/scholarship to conduct this research? <input type="checkbox"/> Yes (amount) \$ _____ <input type="checkbox"/> No			
Has your institution approved this study with respect to research ethics? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Will submit for review <input type="checkbox"/> Under review <input type="checkbox"/> Not applicable			
We encourage all researchers conducting a project involving Toronto Community Housing to share the findings of their work with the organization. Are you interested in presenting the findings to Toronto Community Housing? <input type="checkbox"/> Yes <input type="checkbox"/> No			
STUDY DESCRIPTION			
Briefly state the objective of the study and research questions (in no more than a few sentences).			
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).			
Briefly describe the study design and methodology.			
State what you will require from Toronto Community Housing to conduct the study (e.g., access to data or documents, contact with staff, etc.).			
IF THE STUDY DESIGN INVOLVES TORONTO COMMUNITY HOUSING HUMAN SUBJECTS, THE FOLLOWING SUB-SECTION MUST BE COMPLETED			
Indicate both the category and number of individuals you plan to involve (check all categories that apply and include exact or appropriate numbers):			
		<input type="checkbox"/>	Exact or approximate #'s
Head office or Program staff		<input type="checkbox"/>	
Field staff, such as area managers, supervisors, superintendents, custodians		<input type="checkbox"/>	
Board members		<input type="checkbox"/>	
Executive staff		<input type="checkbox"/>	
Other (specify)		<input type="checkbox"/>	
Describe your recruiting protocol and how you will address ethical issues (if your proposal is accepted, you must submit the recruiting protocol and consent form for review. Toronto Community Housing requires advance notice of any outreach and recruiting).			
DISCLAIMER AND SIGNATURE			
I understand and accept that permission must be obtained from Toronto Community Housing before commencing any aspect of this research involving the organization.			
I will immediately notify Toronto Community Housing if there is a change to topic, participants, or research design of this study.			
I will abide by standard ethical practice.			

I will report immediately to Toronto Community Housing any unanticipated problems involving potential risks to participants or other involved in this research.

I will send a copy of the final research outputs (e.g., report, publication, film) to Toronto Community Housing.

In any publication based on this study, I will acknowledge Toronto Community Housing for its co-operation or contribution.

I will notify Toronto Community Housing at least one month in advance of publication.

Signature:

Date:

**Please submit electronically to Policy@torontohousing.ca.
Applications take 1 week to be reviewed and you will be notified of the decision.
You will be contacted if additional information is required or for further clarification.**