FUNDING GUIDELINES:

Indigenous Learning Pathways to Prevention Fund

The Ontario HIV Treatment Network:

> *Funding Research with Real-Life Impact*

Launch Date: March 09, 2015
Application Deadlines: April 13, 2015
Fund Start Date: 4-6 weeks post-deadline

OHTN INDIGENOUS LEARNING PATHWAYS TO PREVENTION FUND

Description

Indigenous peoples in Canada are disproportionately exposed to HIV and other sexually transmitted and blood borne infections (STBBI). There is an urgent need for programs and services that originate from Indigenous communities and that employ Indigenous ways of knowing and working with each other to help protect ourselves.

The Indigenous Pathways Pilot

With the guidance of the Indigenous Research Steering Committee, the Ontario HIV Treatment Network is piloting this new program to involve Indigenous post-secondary students in this vital work. Two awards of up to $30,000 will be made in this pilot year. The purpose of this program is two-fold:

- To provide some resources to community-based agencies serving indigenous communities to evaluate existing HIV/STBBI programs and services; or to adapt wellness programs currently addressing another aspect of health to include a focus on HIV/STBBIs.
- To provide students with an opportunity to gain valuable experience and training in community based research practices that is methodologically sound, culturally safe and developed in partnership with the community to ensure it is relevant.

An Indigenous Pathways project will involve three key elements:

- A post-secondary student of Indigenous ancestry (First Nation, Inuit or Métis) and an established interest in Indigenous health
- an Indigenous health or community agency based in Ontario with a research question or issue to be addressed or a proposed program to pilot; a supervisor within this agency will need to be identified and to be actively and meaningfully involved throughout the student placement
- An academic mentor who will support the student with regard to culturally safe research methodologies and provide guidance on any challenges involved in the research; ideally the student will already have such a mentor in their academic life; if not, the OHTN will help connect the student with an appropriate mentor for their project

OHTN INDIGENOUS LEARNING PATHWAYS TO PREVENTION FUND

The Context of Indigenous Pathways

- *This funding program honours the OCAP Principles* - the idea that Indigenous peoples must have Ownership, Control, Access and Possession (OCAP) over all research that involves their lives and communities. It is essential that Indigenous Pathways projects originate from the community and that the outcomes of these projects are controlled by the community to benefit its people. Indigenous Pathways projects are encouraged to embrace traditional and cultural values with the hope of supporting individual Indigenous students to further develop and share their ways of knowing and learning and through this process further enhance organizational through this knowledge exchange process. Community partner and institutions will need to consider developing a plan or project that adheres to appropriate ethical review practices.
- The inclusion of the Principles of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans guidelines (http://www.pre.ethics.gc.ca/eng/index/) is also integral to conducting research that is both ethical and safe. Some communities may also have their own community ethics and protocols that the student will be required to adhere to.
- The aim of this program is to combine Indigenous ways of knowing coupled with western approaches to community based research in order to reduce rates of HIV/STBBIs in Indigenous communities. This program is open to supporting creative and culturally based approaches to research involving sharing circles, storytelling, photo voice, arts based, cultural or localized traditional research methods.

Eligible Students

- must be of First Nation, Inuit or Métis ancestry,
- must have the support of an Indigenous health or community agency based in Ontario with a research question or issue to be addressed or a proposed program to pilot,
- must be enrolled in a post-secondary institution and returning to studies in the fall 2015.

OHTN Support

The Coordinator of Indigenous Research Initiatives will provide support to the student/ and or organization in a number of ways.

- Act as the liaison between the OHTN and the host organization;
- Explore opportunities to link the student and host organization with a broader network of researchers and front line workers in HIV/STBBI Prevention, treatment and care;
- Explore opportunities to enhance HIV/STBBI knowledge opportunities for the successful candidate and host organization;
- Provide quarterly or as needed de brief sessions;
- Lend support to the host organization as requested.

The Application Process

Step One: Determine Eligibility. If you are considering an application to the Indigenous Learning Pathways to Prevention please contact Jessica Demeria, OHTN Indigenous Research Coordinator at 416 642-6486 ext. 2215 to assess the feasibility of your project and application. She will confirm your eligibility and help guide you in constructing your application, and can confirm that your proposal is eligible. She may also be able to discuss opportunities for in-kind support from the OHTN.

OHTN INDIGENOUS LEARNING PATHWAYS TO PREVENTION FUND

Step Two: Partnering with an Indigenous agency. Applications to the program will be made by the student in partnership with an Indigenous health or community agency. Applications must be submitted electronically by the student but portions of the application must also be completed by the community partner. The application must demonstrate that this project is the result of a need identified by the community, and that it will be feasible for the student to work with the community agency over the course of the summer to complete the proposed tasks. Funding may be used for up to one year after the award, allowing ongoing collaboration between the student and the community once she/he has returned to school to complete any ongoing project activities.

Step Three: Identify an Academic Mentor (when relevant and appropriate). The academic mentor is someone who will support the student with regard to culturally safe research methodologies and provide guidance on any challenges involved in the research.

Step Four: Complete the OHTN Online Application.

The online application form will ask the student to:
- Provide contact information and basic details of their training
- Name and contact of the student's academic mentor if one has been identified
- Name and contact information for the student's supervisor at the community based agency

IMPORTANT

1. **The Indigenous Pathways grant applications must be accessed for the <u>first time</u> at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35089**
2. **Once created, applications must be re-accessed using https://www.grantrequest.com/SID_920/ and entering a user-unique ID and password**
3. **The application does not need to be completed in order, or all at once. Incomplete applications may be saved (click 'Save & Finish Later') and returned to at a later date**
4. **Print a copy of the application for your records *prior* to electronic submission**

In addition your application will include:
- A short **plain language summary** of the project, which can be used by the OHTN to describe this program (max 500 words)
- A brief description of the **Research Need.** This will describe how the need for this project was identified in the community and the rational for the current application. (500 words max, to be completed in collaboration with the community partner)
- A brief description of the **ethical process** to be followed that is appropriate for the type of research being undertaken (max 300 words)
- A **brief summary** of how this project will advance knowledge, enhance capacity and impact the health and well-being of Indigenous people living with or at risk of HIV and other STBBIs in Ontario (max 500 words)
- A **knowledge translation and exchanges plan** describing how you will share the findings of this research (max 500 words)

OHTN INDIGENOUS LEARNING PATHWAYS TO PREVENTION FUND

Step Five: Supply Supporting Documents

- A **Research Plan** (3-5 pages). This document describes:
    - The research question and research objectives
    - Current research or community knowledge relevant to the project
    - The activities, methods and analyses to be performed. If not yet known, describe the process by which these will be determined
    - how risks to individuals and communities will be minimized (describe any necessary ethic review procedures)
    - Anticipated challenges and proposed solutions. This should include how decisions will be made, and how conflicts will be resolved
    - how the project will be evaluated. For example, how would you know that your project was useful to the community, or that you have successfully achieved your research objectives or project activities?
- A **Timeline.** A one-page timeline is required, outlining the anticipated progress of the project and how and when its findings will be shared.
- The **Budget** of not more than $30,000. Please note the following stipulations:
    - No more than $15,000 of this budget may be allocated as salary to the student,
    - No more than 20% ($6000) may be claimed as an administrative fee by the host/partner organization for managing this project and its activities,
    - This budget should show all research expenses both those covered in kind by the community partner and those drawn from this award. Any activities that relate to the project should be included such as honoraria for community participants, community feasts/suppers, or the costs of any knowledge exchange activities such as print materials.
- **Description of the Project Team.** Please include:
    - The CV of the participating student
    - The CV of the academic mentor (if identified)
    - A brief description of the community participants involved in this project (elders, or community workers) and their roles in the project
- **A Letter from the Partner Agency.** A letter from the leadership of the host agency (such as an Executive Director, Board Chair, CEO) is required, indicating support of the candidate's proposal and confirming that the resources required to carry out the proposed project will be made available. This letter should also name the agency contact, who will be responsible for supervising this student during the project.

Submitting the Proposal

Applications for the OHTN Indigenous Learning Pathways Program must be submitted electronically by the application deadline. Where electronic copies (including scans, which are acceptable) of documents are not available, applicants may submit in unstapled hard copy only, via trackable courier; but these documents must be received by the deadline.

OHTN INDIGENOUS LEARNING PATHWAYS TO PREVENTION FUND

No changes will be accepted to the grant application after the submission deadline.

Address hard copy documents (if applicable) to:
Ontario HIV Treatment Network
c/o Jessica Demeria
1300 Yonge Street, Suite 600
Toronto ON M4T 1X3
Please consult with OHTN Jessica Demeria (416 642-6486 ext. 2215 or by email: jdemeria@ohtn.on.ca) prior to submission, and as indicated in step 1.

Evaluation Criteria & Review Process

All proposals submitted to the OHTN for this program funding go through an initial review process to confirm eligibility. Eligible proposals will be assigned to the Indigenous Research Steering Committee for review. The review process will also include assessment of the application by ad hoc members appointed but the IRSC as needed and when necessary. Proposals are assessed based on their relevance, feasibility potential impact, use of Indigenous ways of knowing, and community engagement and commitment.

Reporting Requirements

The OHTN expects the timely submission of progress, final and financial reports. This is an important step in the funding process and it allows for the opportunity to discuss challenges, lessons learned as well as successes. Failure to submit reports of any kind may preclude the student and organization from receiving further financial support from the OHTN.

In addition to engaging in the activities related to their proposal students may be encouraged to:

- Participate in meeting(s) that bring Indigenous researchers and community members and others together to share learning
- Participate in the OHTN Annual Research Conference and other activities aimed at research knowledge translation and exchange