



Application for Participant Recontact

Version date: November 14 2019

After carefully reading the background information, Please complete this form and return it by email to Caleb Valoroza-Jones, Project Coordinator (cvaloroz@uwo.ca) with the following attachments: (1) Research Protocol, (2) REB Approval or plan for obtaining, and (3) Letter of Information & Consent or draft. If your application also involves data access or analysis, please see the [Application for Data Access or Analysis](#).

A. Background

Trans PULSE Canada

Trans PULSE Canada is a national study of trans and non-binary people. During summer 2019, we collected survey data on a broad range of topics including health, wellbeing, access to services, and life experiences. This project is grounded in community-based research principles. This means that community members direct the research priorities and help to produce results that are relevant and useful for our communities. High-level decisions regarding the direction of the study are made by the Trans PULSE Canada Steering Committee, which is composed of at least 50% + 1 trans and non-binary people.

Recontact

As part of our goal to build capacity for new research, Trans PULSE Canada was designed so that participants could consent to be recontacted by our team about opportunities to participate in research projects that may apply to them. The Consent to Recontact form specified that participants could be selected for recontact based on their answers in the survey which may indicate their eligibility for new projects. Those who consented provided their name and at least two of the following: their mailing address, phone number, and email address. There was also an option to provide contact information for a person or organization who would know how to reach them. Approximately n=1190 participants consented to be recontacted.

Per the terms in the Consent to Recontact, recontact must happen before October 2022, when the recontact dataset will be digitally shredded. Also per these terms, all recontact will be made by either of the Principal Investigators, or the Project Coordinator. The recontact database is not accessible to any other person or research team. For more information on our data privacy policies, please see [MOU- Data Sharing and Security](#).

For this reason, the Trans PULSE Canada Steering Committee must be selective about which projects are accepted, prioritizing resources based on the criteria outlined in the Data/Recontact Request Procedure. If there is any concern about whether a sample or subgroup is large enough for analysis, please email the Project Coordinator with your answers to Part C: Request prior to submitting your complete application. We will first check whether our sample is large enough to warrant applying. In order to allocate team resources to projects with high potential for impact, we cannot consider applications seeking ≤ 10 participants who meet the specified criteria.

To understand the survey data that is available to specify a recontact population, please review the following documents or address questions to the Project Coordinator.

- [Trans PULSE Canada Survey \[EN\]](#)
- [Trans PULSE Canada Survey \[FR\]](#)

Recontact Request Procedure

1. Submit an this form and all required attachments to the Project Coordinator (Caleb Valoroza-Jones, cvaloroz@uwo.ca), who will review the application for completeness.
 2. The application will be reviewed by the Steering Committee.
 3. The Steering Committee will respond to the application within ten working days. The committee may make the decision to discuss the form at a meeting, and if this is the case they will inform the applicant of the expected return date. This response may request additional information, accept, accept with conditions, or reject the application.
- ➔ If this application is approved, the lead applicant will work together with the Project Coordinator and PIs to develop a recontact plan. Recontact will occur within the time frame proposed by the researchers in their application, as approved by the Steering Committee.

Applications for Participant Recontact will be judged by the following criteria:

- Strength of the research objective(s)
- Alignment of the proposed analyses with the aims of the project
- Assessment that the project will benefit and not harm the communities under study
- Methodological appropriateness and rigour of the proposed analyses
- Capacity of the researchers to undertake the project
- Capacity of the research team to provide the requested support for the project, given competing priorities
- Degree and quality of community and stakeholder involvement
- Quality of the knowledge translation plan
- Potential for actionable impact

Applications that fail to demonstrate substantive involvement of trans and non-binary people (including populations of focus for the proposed project) will not be considered.

Application for Participant Recontact

B. Applicants

Principal Investigator(s):

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|---------------------|--|
| Name | |
| Affiliation | |
| Email | |
| Phone | |
| Bio (max 250 words) | |

| | |
|---------------------|--|
| Name | |
| Affiliation | |
| Email | |
| Phone | |
| Bio (max 250 words) | |

Contact person (if different from PI):

| | |
|-------------|--|
| Name | |
| Affiliation | |
| Position | |
| Email | |
| Phone | |

If any lead applicant is a trainee (undergraduate, graduate, or post-graduate student), please indicate:

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|-----------------------|--|
| Name | |
| Primary supervisor(s) | |
| Department | |
| Current program | |

C. Request

1. Please describe, in detail, which participants the project proposes to contact? E.g. "Participants over the age of 50 (A1>50) living in British Columbia (A9=BC) who have ever used home care OR long-term care services (G6=Yes OR G12=Yes)."

***Note:** if seeking a very fine cross-section of the population, please email the Project Coordinator with your answers to questions 2 to 2b prior to submitting your complete application. We will first check whether our sample is large enough to warrant applying.

2. In order for this project to be successful, how many people who meet the above criteria must participate?

****Note:** In order to allocate team resources to projects with high potential for impact, we cannot consider applications seeking ≤ 10 participants who meet the above criteria.

3. Other than contact through Trans PULSE Canada, does this project have means to recruit people who meet the above criteria?

- Yes
- No

D. Project Information

1. Please provide an abstract for the proposed project describing background and importance, research goals, methods, and expected outcomes (500 words max).

2. Please attach a Research Protocol and a Letter of Information and Consent (or draft).
3. Please describe the expected impact of this project on trans & non-binary communities, both during the study process & after results are disseminated.

4. Is this project approved by a Research Ethics Board? Please attach confirmation of approval, or detail the plan/timeline for obtaining REB approval:

5. How is this project funded?

6. Will participants be compensated? If yes, describe how. If no, why not?

7. Please describe the data privacy/security protocols that will be used to protect participants.

8. Please describe how are trans & non-binary community members involved in the planned study?

9. What are your plans for disseminating the results of this study?

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10. Please detail the proposed timeline for this project, addressing the time allotted for data collection, analysis, knowledge translation, etc. Recall that per the terms in the Consent to Recontact, recontact must happen before October 2022, when the recontact dataset will be digitally shredded.

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11. Please provide the following information for all co-investigators:

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| Name | |
| Affiliation | |
| Email | |
| Phone | |
| Bio (max 250 words) | |

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