

## **RESEARCH MEMORANDUM OF UNDERSTANDING** **“Zhiywaapenewin Akino’Maagewin”**

The researchers, Joel Gittelsohn (John Hopkins Bloomberg School of Public Health), and the \_\_\_\_\_ agrees to conduct the above-named research project with the following understanding:

### **Definitions:**

Confidential Information means proprietary financial and other information of either party to this MOU which is designated in writing as confidential at the time of disclosure or, if disclosed in other than written form, is identified as confidential at the time of disclosure and is confirmed in writing as confidential within thirty (30) days of disclosure. Confidential information does not include information which at the time of receipt: 1) is generally available in the public domain or thereafter becomes available to the public through no act of Academic Partner; or 2) was independently known prior to receipt thereof or was discovered independently by an employee of Academic Partner who had no access to the information supplied by sponsor under this agreement; 3) was made available to Academic Partner as a matter of lawful right by a third party; or 4) is required to be disclosed by operation of law. Academic Partner retains the right to refuse to accept any such information, which is not considered to be essential to the completion of the research.

Fully Considered means changes will be either incorporated or if not incorporated, a written response will be provided explaining why the changes could not be made.

- 1. The purpose and scope of this research project, as discussed with and understood by the \_\_\_\_\_ is:** We are conducting a pilot of the Zhiywaapenewin Akino'maagewin: Teaching to Prevent Diabetes program in the \_\_\_\_\_ to increase the consumption of a healthy diet and levels of physical activity by working with multiple community institutions (schools, food stores and health services).
  
- 2. The scope of this research project, as discussed with and understood by \_\_\_\_\_ in this community, is:**
  - a. To conduct formative information gathering to help plan for expansion of the Zhiywaapenewin Akino'maagewin program to Ojibway reservations in Michigan.
  - b. To collaborate with Michigan tribes to revise intervention materials.
  - c. To develop, finalize and test the feasibility of instruments for assessing diet and physical activity.
  - d. To develop and refine instruments for assessing diet and physical activity self-efficacy, behavioral intentions and risk perceptions.
  
- 3. Methods to be used, as agreed by the researchers and the \_\_\_\_\_ community, are:**
  - a. Formative information gathering with \_\_\_\_\_ (e.g., in-depth interviews with store owners, school staff, community leaders, consumers) to support modification of intervention approaches and survey instruments.

- b. Participatory workshops with \_\_\_\_ to bring together local project stakeholders to collaborate in developing the overall approach of the intervention; piloting of instruments.
- c. FFQ and PA data collection for sample calculations; recipe data collection  
Final revisions to instruments for main intervention

**4. Community participation, as agreed, is to include:**

- a. Two \_\_\_\_ community members will work with the Research Assistant in all aspects of the project.
- b. The \_\_\_\_ community members will learn techniques common to any survey methodology as well techniques specific to this particular project.
- c. It is also within the goals of this project to develop community capabilities to conduct and analyze their own data. Software to aid in this process will be made available to community members.

**5. Information collected is to be shared, distributed, and stored in these agreed ways:**

- a. The development of this project is based on sincere communication between community members and researchers. All efforts will be made to incorporate and address local concerns and recommendations at each step of the project.
- b. Periodically as agreed to and at the end of the project, the researchers will participate in community meetings to discuss the results of the analysis with community members.
- c. The data collected are confidential and no name is attached to a record. Copies of the raw data will be kept at John Hopkins where the data will be entered into an electronic database. A copy of the data files will also be kept at the \_\_\_\_ Health Department. The researchers and John Hopkins will be available to answer questions and assist community members should community members decide to use these data for different purposes, beyond the objectives of this particular project.
- d. A final report will be distributed after review and comment from \_\_\_\_.

**6. Informed consent of individual participants is to be obtained in these agreed ways:**

- a. The consent form will be read by the interviewer to and signed by the respondents. A copy of the consent form will be left with the respondent so that the addresses of each researcher can be used at any time, should the respondent wish to contact the researcher for additional information.

**7. The names of participants and the community are to be protected in these agreed ways:**

- a. As mentioned on the consent form, the data are confidential. In no instance will the name of the respondent be attached to a record. Since this project is being conducted in multiple communities, and since one of the objectives is to study the variation between communities, the communities will be identified by name unless decided otherwise by community members. For example, number codes might be considered.

b. Before distribution of the final report and/or presentations, \_\_\_\_ will be consulted once again as to whether the community will be identified with its name, or whether a coding system should be used.

c. It is also understood by \_\_\_\_ and the researcher that cultural information identified by the participating Tribes as cultural property and information may also be considered confidential information.

**8. Project progress will be communicated to the community in these agreed ways:**

a. The results of the project will be presented to \_\_\_\_\_. The researchers will travel to the community and present to the Tribal Council, Tribal Health Board, or general membership as preferred by community.

b. Each researcher will also be available during the course of the project to address particular questions that may arise.

**9. Communication with the media and other parties (including funding agencies) outside the named researchers and the \_\_\_\_ community will be handled in these agreed ways:**

a. During any public communication on project progress and findings, the researchers will be aware of their responsibilities and commitments to the welfare of the communities involved.

b. The researcher shall provide to \_\_\_\_ the opportunity to participate in authorship of articles, publications or other dissemination of information. \_\_\_\_ must fulfill the requirements of authorship of the respective journal or publication in order to be listed as an author.

c. Upon the completion of a product or publication, the researcher shall submit the completed product to \_\_\_\_ for review and comment with at least a 30 days notice (prior to submission of any proposed publication or presentation). \_\_\_\_ comments and suggestions concerning the product will be fully considered by the researcher. Upon acceptance of the product, the researcher shall assist in the dissemination of the product in the manner and format that \_\_\_\_ and the researcher shall jointly determine.

**10. License Rights to Materials and Information**

a. License rights to materials and information developed under this grant and contract are subject to policies of the United States Public Health Service, DHHS publication OASH 94-50,000, April 1, 1994. Both \_\_\_\_ and the researcher reserve the right to secure and retain a copy of all materials produced under this contract by either party. Any copyrighted or copyrightable works or work product as defined in this memorandum of understanding are subject to royalty-free, non-exclusive, and irrevocable license to the United States Government, \_\_\_\_, and the researchers to reproduce, publish, or otherwise use them and to authorize others to do so for any purpose, subject to requirements set forth in this agreement or provided by law concerning confidential information and/or cultural information that has been identified as confidential information.

**FUNDING, BENEFITS, AND COMMITMENTS**

## **Funding**

The researcher has acquired funding and other forms of support for this research project from:

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Donor

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Contact Name and Address

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The funding agency has imposed the following criteria, disclosures, limitations, and reporting responsibilities on the researchers:

-No limitations have been imposed on this project. The researchers must report the project progress to the funding agency \_\_\_\_\_ a year.

## **Benefits**

The researcher wishes to use this research project for benefit in these ways:

a. The researchers will publish a final report to the funding agency in the year of \_\_\_\_\_. Scientific presentations in conferences and peer-reviewed publications will be made. All reports and publications will be reviewed by \_\_\_\_\_ prior to publication/presentation.

Benefits likely to be gained by \_\_\_\_\_ through this research project are:

*a. Educational*

The community members that work with the research assistant will be trained in project methodologies. The community members will also be trained in the use of software which can be used to collect and analyze data within and for the community.

*b. Informational*

The community at large will learn about the project's findings. The information generated by this project will assist individuals in making informed decisions. The data generated by this project will be kept in the community, and may be used in the future to address new questions or compare changes over time.

## **Commitments**

The community's commitment to the researchers is to:

- a. Recommend capable and reliable community members to collaborate/be employed in this project; and
- b. Keep informed on the project progress, and help in leading the project toward meaningful results.

The researchers' main commitment to the community is to:

- a. Inform the community on project progress in a clear, specific and timely manner, and
- b. Act as a resource to the community for project-related questions.

The researchers agree to stop the research project under the following conditions:

- a. If community leaders, for example the Tribal Council or Tribal Health Director, decide to withdraw participation; or
- b. If the researchers believe that the project will no longer benefit the community.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Johns Hopkins Researcher

\_\_\_\_\_  
Tribal Health Director