

## Project Duration Check List:

### \*If Applicable

- Project Timeline:** After all necessary items have been received by the Research Office, then the pre-review will be conducted within 5 working days. Review length varies for tribal data use requests.
- \*Online Account:** If PI/PA is required to submit NHSR application online through the tribes Mentor hub, the Research Specialist will send credentials and application process details.
- Become acquainted with SWO Research Codes, website & Mentor functions
- \*Project Presentation:** To inform the LRRB of the project conduct details.
- \*Amendments Request/s:** Any changes will need to be communicated per amendment process for administrative review to assure it remains NHSR.
- Product Pre-Approval Requests:** Publications/Presentations require pre-approval. All products are to be submitted for the Data Repository.
- \*Annual Check-in/s:** If the project is to take place over 1+ years, then an annual project status check-in is required.
- \*Closeout Findings Presentation:** To inform the LRRB of findings & resulting actions/plans.
- Closeout Report:** Is part of the data return process (form).

The current mission of the Sisseton-Wahpeton Oyate Research Office is to enhance the tribal research infrastructure by continuing to build the research review capacity, education through community engagement, and exercising tribal sovereignty through research data management. The main objective of the Tribal Research Office is to improve the overall status of all Tribal members through relevant, tailored, and culturally sensitive research as outlined in the SWO Code Chapter 77 – “SWO Research Code.”

### Website:


The Research Office’s website is located at [www.swo-nsn.gov](http://www.swo-nsn.gov). Follow access path:

- 1) Hover over the 'Departments' tab →
- 2) 'Department of Education' link →
- 3) 'Research Office' webpage

The website contains the following :

- History and authority of the Research Office
- List of the current research projects
- Link to the Research Codes
- Profiles of the Local Research Review Board
- Other helpful information

 [Siyo@swo-nsn.gov](mailto:Siyo@swo-nsn.gov)

 (605) 698-8411 Direct Line



# SWO Research Office

## NHSR Guide

Located in the Tribal Administration Building,  
Ska (White) Quadrant, in the Education Suite



<http://www.swo-nsn.gov>



PO Box 509  
Agency Village, S.D. 57262

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# Non-Human Subject Research (NHSR)

All Non-tribal entity NHSR requires Exempt-Limited Review application. Such studies inform Quality Assurance/Improvement, Program Evaluation/Improvement, Public Health Surveillance/Service, Flora/Fauna & other Natural Resources research that do not meet Expedited Review criteria. **The NHSR Application is a separate application, and there are different requirements depending on the type of NHSR (see table to the right).**

## Exempt-Limited Review Request Form

This application is for submitting Non-Human Subject Research projects proposed by Non-tribal entities to assure they meet SWO NHSR criteria. The following boxes are to inform the applicant of other possible requirements. Please see the Non-Human Subject Research (NHSR) guide for more process details, and contact the Research Office with any questions.

- Quality Assurance/Improvement, Program Evaluation/Improvement, and Public Health Surveillance only- No further forms required.
- Secondary Data Use Request – Also requires a Data Repository access acknowledgement and request form. If survey, interview, focus group to be included, or data sensitivity matrix requires a higher level of review then the LRRB Initial Application may be required.
- Research of Flora, Fauna, or Other Natural Resources – If intent to publish or present research findings/products, then expedited review and related processes may be required.

- ◇ **Online Account:** Primary Investigators (PI's) submit projects through the SWO online Mentor account.
- ◇ **Reviewers:** The Research Specialist &, if necessary, the admin team conduct the review tasks.
- ◇ **Amendment Requests:** All changes to prior-approved projects must be approved prior to implementation.
- ◇ **Product Pre-approval:** All publications and presentations are to be pre-approved prior to sharing with the public or posted on social media.
- ◇ **Annual Check-ins:** PI is expected to check-in at least once a year prior to completing the Closeout process.
- ◇ **Closeout Request:** All SWO related data is owned by the SWO. PI is to complete a Closeout request report form and return de-identified digital data.

Type of NHSR	QA/I, PI/E, PHS	Secondary Data Research	Research
<b>Application &amp; Review Requirements per— subject to change depending on project details.</b>			
<b>Required to establish an Mentor Account for submission</b>	No	Yes	Yes
<b>Require NHSR Application</b>	Yes	*Yes	Yes
<b>Review Fee</b>	No	*Yes	Yes
<b>Require a Tribal Entity Partner Letter/Form</b>	No	*Yes	Yes
<b>be PI must obtain SWO permit to conduct study</b>	Yes	Yes	Yes
<b>Require both a project presentation &amp; Closeout findings presentation</b>	No	*Yes	Yes
<b>All Products (Publications, Presentations) are required to be submitted for Pre-approval Review</b>	Yes	Yes	Yes
<b>Data to be returned to the SWO will be entered into the SWO Data Repository</b>	Yes	Yes	Yes
<b>Closeout Request Report to be submitted</b>	Yes	Yes	Yes

\* Dependent upon data sensitivity matrix criteria.

Woabdeza  
(Observation)

Wowicake  
(Truth)

Woohoda  
(Respect)

Wowounâsida  
(Compassion)

Woksape  
(Wisdom)