

## Protocol Duration Check List:

### \* If Applicable

- ☐ \*Project Timeline (allow ~2 months for review requests, see LRRB Meeting Schedule)
- ☐ \*Find a tribal entity project partner/s
- ☐ Contact the SWO Research Specialist for account credentials and application process details
- ☐ Become acquainted with SWO Research Codes, website & Mentor functions
- ☐ \*Secure LRRB Review Fees
- ☐ \*Initial LRRB Presentation
- ☐ Obtain SWO Research Permit/s
- ☐ \*Amendments Request/s
- ☐ \*Adverse Event Report/s
- ☐ \*Protocol Deviation Report/s
- ☐ Pre-publication/presentation Request/s
- ☐ \*Continuation Request/s
- ☐ Protocol Termination
- ☐ \*Annual Check-in/s
- ☐ Closeout Request
- ☐ Data Return Report
- ☐ \*Closeout Presentation

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**



**(605) 698-8411 Direct Line**



# SWO Research Office

## Researcher Guide A

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



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



**P0 Box 509  
Agency Village, S.D. 57262**

*Issue date: August 10, 2023*

## Project Prerequisites:

### *Justice*

- ◇ **Online Application Requirement:** All projects require processing through the SWO Mentor system.
- ◇ **LRRB Review Fees:** Applicable fees will be invoiced per review type and are non-refundable.
- ◇ **Acquire Research Permit:** All research projects will obtain a Research Permit, authorizing PI to conduct LRRB approved research tasks within the SWOLTR.
- ◇ **Amendments Requests:** All changes to approved protocol must be LRRB approved prior to implementation.
- ◇ **Adverse Events & Deviations:** Will be dealt with according to LRRB PPM.
- ◇ **Pre-publication/presentations Requests:** All data and information generated by the research is owned by the SWO. All products must be pre-approved by the LRRB processes.
- ◇ **Continuation Requests:** If project enrollment is to remain open, or participants are in follow-up, then a continuation request is required.
- ◇ **Annual Check-ins:** PI is expected to check-in at least once a year after terminating data collection and prior to completing the closeout process.
- ◇ **Closeout Request:** PI is to give a presentation (as applicable) on their project findings, complete a closeout report form, and return de-identified data.

## Research Permit Process:

### *Respect for Persons*

- ⇒ One year permits (from LRRB approval date) will be offered at time of official approval letter receipt.
- ⇒ Permit requires both PI and Research Specialist signatures. PI will have 30 days to sign and return permit before protocol is considered terminated.
- ⇒ All persons conducting research shall keep permit in their possession at all times.
- ⇒ If continuation requested, then a new permit will be offered with the official continuation approval letter.
- ⇒ The research office website maintains a list of all approved research projects, displaying PI names and most current permit expiration dates.

 <div style="display: inline-block; vertical-align: middle;"> <p>Sisseton-Wahpeton Ojibwe Tribal Research Office PO Box 509 Agency Village, SD 57262 Phone: (605) 698-8411</p> </div>		<h2 style="margin: 0;">RESEARCH PERMIT</h2>
<b>Name:</b> _____ <b>Research Institution:</b> _____ <b>Address:</b> _____ <b>Phone Number:</b> _____ <b>Email:</b> _____	<b>Permit No:</b> SWO-2021-10xx <b>Address:</b> <Enter address, city, state, and zip code> <b>Phone Number:</b> <xxx-xxx-xxxx> <b>Email:</b> <Enter email>	
<b>LRRB#: &lt;Enter #&gt;</b> <b>Research Project:</b> <Enter title> <b>Tribal Entity Partner/s:</b> <Enter title>		
<b>Permit Expires:</b> <Enter date>		
<p><small>I do hereby agree to abide by all laws and regulations of the Sisseton-Wahpeton Ojibwe when conducting research on the Lake Traverse Reservation or with Tribal Individuals subject to the jurisdiction of the Sisseton-Wahpeton Ojibwe of the Lake Traverse Reservation. I accept this permit with the understanding and agreement that it is non-transferable, must be carried while conducting research on the Lake Traverse Reservation and must be displayed initially during research, and also upon demand. I also consent to the criminal and civil jurisdiction of the Sisseton-Wahpeton Ojibwe.</small></p>		
<b>Signature of Researcher:</b> _____		<b>Date:</b> _____
<b>Signature of Authorizing Agent:</b> _____		<b>Date:</b> _____

## Other Considerations:

### *Beneficence*

- ◆ **LRRB**—Abbreviation for the SWO IRB, the Local Research Review Board.
- ◆ **Tip:** Apply at least 2 months prior to your deadlines, as our reviewer checklist criteria is beyond that of regular IRB's & reviews may take more time. (see Pre-approval of Publications/Presentations point)
- ◆ **Tip:** The SWO requires Exempt-Limited to Expedited Reviews for Non-Human Subject Research & minimal to no-risk Human Subject Research. Both reviews are conducted independent of the LRRB meetings schedule.
- ◆ **Pre-approval Requests for Publications/Presentations** — Reviews are conducted to mitigate undue risks or harms to individuals, community, or resources; prevent misrepresentation of language, culture, and traditions; & avoid deviation from original intent of approved protocol.
- ◆ **SWO Ownership of Data:** SWO welcomes researchers as partners in contributing to generalizable knowledge. PI's are allowed access to study, per LRRB approved protocols, our unique data sources. Researchers reach their professional goals while providing to the SWO the service of SWO data collection and analysis.

*Woabdeza*  
(Observation)

*Wowicake*  
(Truth)

*Woohoda*  
(Respect)

*Wowaunâida*  
(Compassion)

*Woksape*  
(Wisdom)