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 (see LRRB Fee Schedule)
- ☐ *Initial Approval: Limited, Expedited, or Full-board*
- ☐ Obtain SWO Research Permit/s
- ☐ *Amendments Request/s
- ☐ *Adverse Event or Deviation Report/s
- ☐ Product Pre-approval 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. 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 B

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

Issue date: August 11, 2023

Initial Submission Presentation:

Justice

After the reviewers have determined review type, the LRRB Coordinator will schedule the Initial Submission Presentation with PI as applicable.

♦ **Exempt-Limited Review:**
Only at LRRB's request.

♦ **Expedited Reviews:**
The PI is to present the project at the next available meeting whether or not LRRB action has been decided. May also submit a prerecorded presentation to be viewed by the LRRB.

♦ **Full-board Review:**
The PI is to present the project and respond to questions/comments prior to official LRRB action.

Initial Presentation Base Outline:
◊ PowerPoint preferred
◊ Up to 15 minutes
◊ Introduction of PI/Co-PI
◊ Brief Explanation of Study:
◊ What purpose the project serves in its field of study
◊ Why interested in conducting the study with the SWO
◊ How study is important to the greater population
◊ Questions you may have for the LRRB

Pre-Approval of Project Products:

Respect for Persons

All study products are required to be pre-approved, meaning PI is to submit reports, presentations, &/or publications for LRRB review and approval prior to dissemination.

♦ **Pre-approval Review Requests for Publications/Presentations:**
Reviews are conducted to mitigate undue risks or harms to individuals, community, or resources, & avoid deviation from original intent of approved protocol.
∗ **Review Fees may be applied**

◊ PI to submit for pre-approval at least 2 months prior to event deadline. To assure quickest review be sure to submit written script or PowerPoint version of presentation
◊ Form & submission process is found in Mentor on the Pre-Publications/Presentations Request tab
◊ Pre-approval reviews are conducted while protocol is active, terminated, & closed
◊ SWO retains ownership, property, trademark, copyright, privacy, & other rights to cultural, linguistic, biological, historic information that is not the intellectual property of the PI
◊ Approved products will be kept in the SWO Data Repository

Data Return & Findings Presentation:

Beneficence

De-identified data return required for SWO Data Repository purposes. Also, PI's are to share a Findings Presentation with the LRRB per Closeout process as applicable.

Step 1: Termination Notice: After all data has been collected, including all follow ups, the PI notifies the LRRB by Terminating the protocol in Mentor under the Continuation tab.

Step 2: Closeout Review: After PI has analyzed data the Closeout process is to begin, whether or not a product is ready for review.
◊ **Data Return Report:** This report is found in Mentor under the Continuation tab
◊ A data jump drive is preferred, other digital data options may be considered
◊ **Closeout Review Request Form:** A link to this form is found on the Mentor Continuation tab

Findings Presentation Base Outline:
◊ PowerPoint preferred
◊ Share data analysis findings per project intended goal
◊ SWO community dissemination plan
◊ Thoughts on future related research, how SWO may use data/findings

Woabdeza (Observation)	*Wowicake* (Truth)	*Woohoda* (Respect)	*Wowaunŝida* (Compassion)	*Woksape* (Wisdom)