

## Project Duration Check List:

### \*If Applicable

- ☐ *Submission type: Voluntary or Required*
- ☐ **Project Timeline:** After all necessary items have been received by the Research Office, then the administrative review will be conducted within 5 working days. Review length varies for tribal data use requests.
- ☐ **Online Account:** If author wants to submit TEIGP application online an account request form is to be submitted to the Research Office. Research Specialist will send credentials and application process details.
- ☐ Become acquainted with SWO Research Codes, website & Mentor functions
- ☐ **\*Amendments Request/s:** If the project was required to go through Administrative Review, any changes will need to be communicated per Amendment process for administrative review to assure it remains NHSR.
- ☐ **Pre-publication/presentation Requests:** Publications/Presentations do not need to be pre-approved, but service may be provided. 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 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**



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



# SWO Research Office

## TEIGP Guide

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**

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## Tribal Entity Information Gathering Projects (TEIGP)

TEIGP's are Non-Human Subject Research (NHSR) AKA Quality Improvement, Program Evaluation/Improvement, or Public Health Surveillance/Service.

### **TEIGP Applications:**

1. New information gathering projects
  2. Tribal data use request projects
- ◇ **Administrative Reviews:** Service available to provide an official letter of LRRB review status & assuring project is NHSR.
  - ◇ **Online Account:** Entities can designate a person to submit projects through the SWO online Mentor account if they choose to use the service.
  - ◇ **Amendment Requests:** All changes to review approved project must be Administrative Review approved prior to implementation.
  - ◇ **Pre-publication/presentations Submissions:** All data and products are owned by the SWO.
  - ◇ **Annual Check-ins:** Author is expected to check-in at least once a year prior to completing the closeout process.
  - ◇ **Closeout Request:** Author completes a closeout report form and returns de-identified data.

Types of RO Items & Tasks	Information Gathering Projects within the scope of department's responsibilities	Projects Voluntarily Submitted for Admin- istrative Review Service	Projects Requiring A let- ter of confirmation re- garding LRRB review status, <i>or</i> request to use tribal data records
<b>Use the TEIGP Project Decision Tree</b> (found in SWO public server in Research Office folder) <b>Note:</b> <i>If data is to be shared with a non-tribal entity, then Exempt-Limited Re- view may be required.</i>	<b>Highly recommended:</b> It helps determine if project is or is not Human Subject Research. SWO Research Codes require LRRB review for all Human Subject Research.	Research Specialist will make this determination per Administrative Review criteria.	Research Specialist will make this determination per Administrative Review criteria, and SWO Re- search Office Data Reposi- tory Sensitivity & Security Management Matrix if applicable.
<b>Require TEIGP Application</b>	No	Yes—does not need to be submitted per online account.	Yes—highly recommend- ed to be submitted per online account.
<b>Will receive a letter confirming the LRRB review status of project.</b>	No	Yes	Yes
<b>Publication/ Presentations required to be submitted</b>	No	Yes	Yes—highly recommend submitting for pre-approval.
<b>Will be entered into the SWO Data Repository</b>	No	Yes	Yes
<b>Closeout Report Required to be submitted</b>	No	Yes	Yes
<b>Prior projects can be submitted for the SWO Data Repository</b>	Yes, contact office for processing form.	Yes, contact office for processing form.	Yes, contact office for processing form.

*Woabdeza*  
(Observation)

*Wowicake*  
(Truth)

*Woohoda*  
(Respect)

*Wowaunâsida*  
(Compassion)

*Woksape*  
(Wisdom)