

# Canadian Aboriginal AIDS Network



## **SUMMER TRAINING AWARDS APPLICANTS: WRITTEN SUMMARY AND JUSTIFICATION**

*A Program Component of the*

**ABORIGINAL CAPACITY-BUILDING PROGRAM  
ON COMMUNITY-BASED RESEARCH**

*Summer 2001*

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## **(1.0) Introduction**

The Summer Training Awards for community-based HIV/AIDS research within the Aboriginal community is an innovative approach within the HIV/AIDS research landscape in Canada. Within HIV, it is the first of its kind in Canada. The primary goal of the Summer Training Awards was to increase the number of Aboriginal people undertaking community-based research by stimulating undergraduate students to continue their formal program of studies. Through local Aboriginal organizations, students were provided concrete opportunities to conduct HIV/AIDS community-based research in collaboration with academic advisors. Over the summer, they will participate in research that is both methodological sound and culturally relevant. This document provides a description of the Summer Training Awards, outlines the partnership between the Canadian Aboriginal AIDS Network and Health Canada, and the process by which applicants were reviewed. Finally, it provides a written summary and justification for each of the Summer Training Award projects that were selected to participate.

## **(2.0) Overview of Program Partners**

### **(2.1) Canadian Aboriginal AIDS Network**

The Canadian Aboriginal AIDS Network (CAAN) was established in 1997 by Aboriginal people and organizations concerned by the threat of HIV/AIDS in their communities. These leaders and organizations acknowledged that Aboriginal peoples have specific cultural needs in addressing the HIV/AIDS epidemic that required the explicit attention of a national organization focussed on meeting the leadership and advocacy needs of Aboriginal people living with and affected by HIV/AIDS.

The mission of CAAN is to provide leadership, support, and advocacy for Aboriginal people living with and affected by HIV/AIDS regardless of where they reside.

### **(2.2) HIV/AIDS Policy, Coordination and Programs Division (HIV/AIDS Division), Health Canada**

The Canadian Strategy on HIV/AIDS (CSHA) provides a framework for the federal government to respond to the HIV/AIDS epidemic in Canada. The HIV/AIDS Division of Health Canada oversees the implementation of the CSHA. The Canadian Strategy on HIV/AIDS has six national goals:

1. To prevent the spread of HIV infection in Canada;
2. To find a cure;
3. To find and provide effective vaccines, drugs and therapies;

4. To ensure care, treatment and support for Canadians living with HIV/AIDS, their families, friends and caregivers;
5. To minimize the adverse impact of HIV/AIDS on individuals and communities; and
6. To minimize the impact of social and economic factors that increase individual and collective risk for HIV.

### **(3.0) Aboriginal Capacity-Building Program for Community-Based Research**

#### **(3.1) An Overview of the Process**

In response to recommendations from consultations with key Aboriginal research and community stakeholders, Health Canada's HIV/AIDS Policy, Coordination and Programs Division allocated \$300,000 annually toward a four-year Aboriginal Capacity-Building Program for Community-Based Research (ACBPCBR). The program was designed to develop and enhance the capacity of Aboriginal community organizations and professional researchers to undertake Aboriginal community-based HIV/AIDS research.

The Aboriginal Capacity-Building Program for Community-Based Research replaced the Aboriginal component of the Community-Based Research (CBR) Capacity-Building Program launched in March 2000. Although eligible, Aboriginal community organizations and regional coalitions chose not to apply, expressing the need for a more culturally-relevant program. Health Canada, in response, acknowledged that the full participation of Aboriginal communities was essential to ensure an effective response to the HIV/AIDS epidemic and in partnership with the CAAN went on to initiate the development of a capacity-building program that would respond to the needs and concerns of Aboriginal peoples.

As partners under the Canadian Strategy on HIV/AIDS, CAAN and Health Canada have strived to ensure a high standard of excellence in community-based research. In November 2000, a formal working group was convened to design the Aboriginal Capacity-Building Program. Appointed by Health Canada and CAAN, the working group included professional researchers, Aboriginal community members, and CAAN and Health Canada program consultants. Selection was based on applicants' knowledge and experience with HIV/AIDS and community-based research, with CAAN coordinating the activities of the Working Group.

A series of four meetings was held between November 2000 and March 2001. In addition to designing specific program components, the working group was also responsible for the development of the program's objectives, application processes, implementation plan, evaluation criteria and communications materials.

The purpose of the Aboriginal Capacity-Building Program for Aboriginal Community-Based Research is to develop community-based research capacity among Aboriginal

communities and researchers from academic and non-academic settings to help prepare an effective response to the HIV/AIDS epidemic among Aboriginal peoples. The program will provide support to develop the understanding and skills of Aboriginal communities and professional researchers working within Aboriginal communities to undertake and produce HIV/AIDS community-based research that is methodologically-sound, culturally-appropriate, respectful, and relevant.

### **(3.2) Definition of Aboriginal Community-Based Research**

The following definition was applied to all aspects and program components of the Aboriginal Capacity-Building Program for Community-Based Research, including the Summer Training Awards:

- Aboriginal Community-Based Research is a form of research whereby Aboriginal community collaboration, direction, participation and commitment are essential. The goal is to develop culturally-appropriate and methodologically-sound research, analysis, and dissemination strategies that are beneficial and empowering for the participating communities and other stakeholders in their preparation and implementation of an effective response to HIV/AIDS.

### **(3.3) Guiding Principles**

The following principles guide the activities and outcomes of the Aboriginal Capacity Building Program for Community-Based Research:

- Aboriginal people living with, affected by, and at risk for HIV/AIDS will be actively included in all aspects of this program.
- Aboriginal participation will be demonstrated in all stages of the research process, including but not limited to, needs assessments, identifying research questions, collecting and analysing data, and reporting and applying the results.
- The diversity of all Aboriginal “communities” throughout Canada, when addressing HIV/AIDS, is recognized and honoured. This would include communities defined by constitutional status, geographic region, residency, economic status, gender, sexuality, or cultural/spiritual beliefs, values and practices.
- All initiatives will reflect and promote a balance between culturally-respectful, traditional ways of gathering information and sound, ethical research methodology. Initiatives will also emphasize partnership, collaboration, and flexibility.

- The Capacity-Building Program will serve to develop community capacity to conduct relevant community-based research, provide guidance to the academic community regarding Aboriginal people/s and their research needs. Moreover, the program will strive to include the principles of Aboriginal community ownership, control, and access within a community development framework while promoting an environment of mutual trust and benefit for all partners.

### **(3.4) Objectives**

- To increase the number of Aboriginal People undertaking community-based research.
- To develop and enhance the skills of Aboriginal People/s and organizations to understand and conduct community-based research.
- To create partnerships, strengthen vulnerable populations, and establish linkages between research communities (academic and non-academic), Aboriginal communities, and Aboriginal people living with, affected by, and at risk for, HIV/AIDS.
- To develop a dissemination and communication strategy to promote Aboriginal capacity-building in community-based research.
- To evaluate the outcomes of the program.

The Summer Training Awards is one of six components under the Aboriginal Capacity Building Program for Community-Based Research. The other components are the Community-Based Research Scholarships, the National Aboriginal HIV/AIDS CBR Capacity-Building Initiative, Resource Development, Communications, and Program Evaluation. All program components adhere to the purpose, definition, guiding principles, and objectives of the Aboriginal Capacity Building Program for Community-Based Research. As such, each of the projects selected to participate in this year's Summer Training Award met these requirements.

## **(4.0) Summer Training Award**

### **(4.1) Background**

It was decided early in the Aboriginal Capacity-Building CBR discussions that an intermediary phase of the scholarship component was required to ensure qualified Aboriginal HIV/AIDS community-based researchers would be available for future Aboriginal community-based research initiatives. Although Canada has a fair number of Aboriginal Masters' and PhD students, Aboriginal participation in the 2000 scholarship process was less than anticipated. The

Working Group recommended undergraduate students be recruited to prevent future shortages.

The Summer Training Award component of the Aboriginal Capacity Program was designed to address the need for pro-active strategies to recruit, mentor and retain qualified individuals devoted to HIV/AIDS community-based research. As stated earlier, the Summer Training Awards is one component of six under the Aboriginal Capacity Building in Community-Based Research Program. Local and regional Aboriginal HIV/AIDS organizations are expected to benefit as well from short-term research activities designed to increase their capacity to participate in community-based research. The first intake will serve as a pilot to determine outcomes and feasibility. As such, an evaluation will take place after the local projects have completed their work to determine weakness and strengths of the program design. The objective here will be to promote recommendations and changes for the following year.

#### **(4.2) Administration**

The Canadian Aboriginal AIDS Network will oversee the initial Summer Training Awards and provide services related to the award selection, disbursement and reporting to Health Canada.

#### **(4.3) Eligibility**

Aboriginal community-based HIV/AIDS organizations in Canada were solicited to submit a brief proposal identifying one or more Undergraduate students who will conduct capacity-building community-based research activities for their organization.

Aboriginal undergraduate students in Arts or Sciences, interested in increasing their capacity to conduct HIV/AIDS community-based research under the supervision of a local Aboriginal organization in partnership with an academic advisor, were eligible. Students were directed to approach a local or regional community-based Aboriginal HIV/AIDS organization and an academic advisor to secure the necessary sponsorship.

#### **(4.4) Training Award Amount**

- \$4,000 per Student
- \$400 per host organization for administration costs

#### **(4.5) Project Term**

Local project activities must take place between May and September 2001.

#### **(4.6) Application Process**

Organizations were asked to submit the following:

(1) The name of the student(s) considered for Training Award, resume, reference letter, and other documentations outlining their suitability for this award were included with submission. Student Criteria is listed at the end of this section.

(2) Capacity-Building Community-Based Research Summer Project Proposal. Proposals were brief and designed to increase the capacity of undergraduate students interested in research to undertake community-based research activities and be of value to the host agency. Organizations could apply for more than one award. Proposals included the following:

(a) Organization Backgrounds - mandate, date of incorporation, Board Chair, Project Contact Person, geographical region served.

(b) Organizational suitability- previous experience with community-based research and/or capacity-building in community-based research and Aboriginal community-based research philosophy.

(c) Proposed activities in Community-based research for Summer Training Award student(s).

(d) Expected outcomes (benefits, skills acquired, linkages established, etc.).

(e) Evaluation plan.

#### **(4.7) Selection Process**

Applications were reviewed and awarded by the CAAN Community-Based Research Committee.

#### **(4.8) Student Criteria**

- Minimum 2<sup>nd</sup> year student enrolled in University or College, in Arts or Sciences.
- Grade point average of 75% or equivalent (copy of transcripts requested).
- Successful completion of a research methodology course.
- Knowledge/skills in quantitative/qualitative analysis.
- Experience in HIV/AIDS and/or community-based HIV/AIDS organization (preferred).
- Identification of an academic advisor for the project.
- Written recommendation from an Aboriginal organization (i.e. Band, care facility, Metis local etc.).
- A written statement of long-term career goals in community-based research and HIV/AIDS.



## **(5.0) CAAN Community-Based Research Committee**

The Canadian Aboriginal Community-Based Research Committee, following the announcement (see Appendix A) of the Summer Training Awards Program, met in May 2001 to review and select applicants. An announcement of the program was made through Health Canada and the Canadian Aboriginal AIDS Network. Terms of reference and scoring guide used by this committee has been included in Appendix B.

## **(6.0) The Student Training Award Projects**

### **(6.1) Native Friendship Centre of Montreal**

#### **Project Title:**

HIV/AIDS Needs Assessment: Urban Aboriginal Population of Montreal Research Proposal

#### **Project Summary:**

A research study to assess the HIV/AIDS education, prevention, and care needs of the urban Aboriginal population in Montreal and the extent to which current services and programs meet these needs. The overall goal will be the development of a culturally sensitive prevention strategy. Overall research objectives include the development of a demographic portrait of the urban Aboriginal in Montreal, identify existing services and programs and extent to which they are utilized, evaluate HIV/AIDS education and prevention initiatives and identify gaps, assist in the development of culturally sensitive services and programs, and develop research capacity within the Aboriginal community.

Study participants will include Aboriginal people at high risk of HIV, Aboriginal people living with HIV/AIDS, and both Aboriginal and non-Aboriginal service providers. Over three phases, several research methodologies will be utilized, including survey questionnaires, semi-structured interviews and focus groups. Findings will be disseminated throughout the community, in both Aboriginal and non-Aboriginal organizations through distribution of a final report and action plan.

#### **Research Question:**

Improve education, prevention, and care through the development of knowledge related to risk and living with HIV/AIDS and evaluate current HIV/AIDS prevention programs.

#### **Student Researchers:**

Lance Delisle  
Kim Beauvais

**Academic Advisor and Institution:**

Ruth Faber, Libby Laurie-Monaco, and Professor Wahab Concordia University

**Goals, Objectives and Deliverables:**

- (a) Construct a demographic and socio-economic profile of urban Aboriginals at risk for and living with HIV/AIDS.
- (b) Identify existing Aboriginal and non-Aboriginal HIV/AIDS services and programs.
- (c) Evaluate current HIV/AIDS support, education and prevention initiatives and identify service gaps.
- (d) Provide information to assist in the development of culturally appropriate current services and programs.
- (e) Develop research capacity in the Aboriginal community.

**Training Award Amount:**

Two students at \$4,000 each with an \$800 stipend to the organization to oversee administration.  
Total value, \$8,800.

**Contact Information:**

Alana Phillips  
Urban Aboriginal HIV/AIDS Support Services Coordinator  
Native Friendship Centre of Montreal  
2001 boul. St. Laurent,  
Montreal, Quebec, H2X 2T2  
Telephone: 514-499-1854

**(6.2) Healing Our Nations**

**Project Title:**

Community-Based Research: Defining Our Approach

**Project Summary:**

Developing research strategy outlining the conduct of research of in Atlantic First Nation communities using methods that are meaningful, realistic, across a broad territory to facilitate

community interest and involvement. Utilizing an evaluation model, interviews will be conducted with project and office staff.

**Research Question:**

Developing a research model that is meaningful for Healing Our Nations and facilitates community interest and involvement.

**Student Researchers:**

Gabriel Saulnier  
Allison Beardsworth

**Academic Advisors:**

Jacqueline Gahagan and Charlotte Loppie, Dalhousie University

**Goals, Objectives and Deliverables:**

(a) To develop a research strategy, including a methodology, that receives endorsement by community members.

**Training Award Amount:**

Two students at \$4,000 each with an \$800 stipend to the organization to oversee administration.  
Total value, \$8,800.

**Contact Person:**

Renee Masching, Director  
Healing Our Nations  
Atlantic First Nations AIDS Network  
45 Alderney Dr., Suite 607  
Dartmouth, Nova Scotia, B2Y 2N6

**(6.3) First Nations of Quebec and Labrador**

**Project Title:**

Preparatory Research on Quebec First Nations and Inuit Traditional Medicine in the Development of a Complementary Care Guide to Conventional Treatments Against HIV/AIDS.

**Project Summary:**

The research project is aimed at Quebec First Nations and Inuit people living with HIV/AIDS with an objective to offer a resource guide, allowing them to benefit, if they choose, from options offered among conventional as well as traditional Aboriginal medicine. Individuals would benefit from traditional medicine. As such, this research will develop a traditional medication guide. It will outline medicinal ingredients such as plants and other sources together that could be used as part of a treatment plan against HIV infection. It also serves to promote dialogue between Aboriginal healers and conventional HIV specialists. Several research methodologies will be used, including a literature review, questionnaires with practitioners and experts of traditional medicines, and involve community First Nations organizational stakeholders.

**Research Question:**

To identify traditional Aboriginal medicine and publish a guide.

**Student Researcher:**

Jean-Louis Fontaine

**Academic Advisor:**

Jacques Thibault

**Goals, Objectives and Deliverables:**

- (a) Obtain an inventory of all existing related materials (literature review).
- (b) Create a questionnaire for practitioners and experts (10) of traditional medicine.
- (c) Identify approximately 10 individuals whose knowledge and experience could enrich the study.
- (d) Draft and publish a guide.
- (e) Evaluate process.

**Training Award Amount:**

One student at \$4,000 with a \$400 stipend to the organization to oversee administration. Total value, \$4,400.

**Contact Person:**

Guyline Chastroux  
First Nations of Quebec and Labrador  
Health and Social Services Commission  
250 Chief Michel-Laveau Place, 1 Floor  
Wendake, Quebec, GoA 4V0

**(6.4) Healing Our Spirit**

**Project Title:**

Healing Our Spirit: Aboriginal Community-Based HIV/AIDS Research Summer Training

**Project Summary:**

A student will be involved in a combination of frontline service delivery, applied research skills involving work with databases, a literature review, and survey documentation.

**Research Questions:**

How can Aboriginal post-secondary students be encouraged and provided opportunities to contribute meaningfully to the Aboriginal HIV/AIDS community-based research movement?

How can an Aboriginal HIV/AIDS research reference database, developed by Healing Our Spirit, be made available on the website for Aboriginal health researchers, communities, organizations and interested individuals?

How can the further development of administrative databases contribute to the enhancement of Healing Our Spirit's (and community partners) research capacity?

How can the collection and categorization of Aboriginal HIV/AIDS research and resource materials contribute to individuals and communities' collective knowledge of HIV/AIDS?

**Student Researcher:**

David S. Clellamin

**Academic Advisor:**

Helen Allen, University of British Columbia

**Goals, Objectives and Deliverables:**

- (a) Develop a client database, assisting the Family Support Worker.
- (b) Conduct a literature review of Aboriginal HIV/AIDS resource materials, assisting the Resource Librarian.
- (c) Liaise with Healing Our Spirit Aboriginal HIV/AIDS Economic Costs and Access to Care Research Project, assisting community-based research team.
- (d) Support and assist Family Support Worker with Aboriginal persons living with HIV/AIDS (APHA) clients.

**Training Award Amount:**

One student at \$4,000 with a \$400 stipend to the organization to oversee administration. Total value, \$4,400.

**Contact Person:**

Namasté Marsden  
Health Our Spirit  
2425 Quebec Street, Suite 100  
Vancouver, British Columbia, V5T 4L9

**(6.5) Healing Our Spirit**

**Project Title:**

Healing Our Spirit: Aboriginal Community-Based HIV/AIDS Research Summer Training

**Project Summary:**

This project will involve a literature review related to resources and resource dissemination strategies. The overall objective involves a feasibility study and placing a HIV/AIDS research database on Healing Our Spirit's web site.

**Research Question:**

- (a) Develop a client database, assisting the Family Support Worker.
- (b) Conduct a literature review of Aboriginal HIV/AIDS resource materials, assisting the Resource Librarian.

(c) Liaise with Healing Our Spirit Aboriginal HIV/AIDS Economic Costs and Access to Care Research Project, assisting community-based research team.

(d) Support and assist Family Support Worker with Aboriginal persons living with HIV/AIDS (APHA) clients.

**Student Researcher:**

Tammy Price

**Academic Advisor and Institution:**

Jim Morrin, Institute of Indigenous Government

**Goals, Objectives and Deliverables:**

(a) Literature review and acquisition of resource materials to enhance the resource dissemination strategy.

(b) Conduct feasibility study to make a resource database available on Healing Our Spirit's web site.

(c) Build capacity within the organization to conduct CBR HIV/AIDS research.

(d) Evaluate process and draft a report.

(e) Develop research capacity in the Aboriginal community.

**Training Award Amount:**

One student at \$4,000 with a \$400 stipend to the organization to oversee administration. Total value, \$4,400.

**Contact Person:**

Ken Clement  
Healing Our Spirit  
2425 Quebec Street, Suite 100  
Vancouver, British Columbia, V5T

### **(7.0) Concluding Remarks**

The above project summaries demonstrate the high quality of Aboriginal community-based HIV/AIDS research undertaken in Canada. Each of the projects listed were not only consistent with the national goals of the Canadian Strategy on HIV/AIDS, but also demonstrated they could incorporate and be mindful of the purpose, goals, and objectives of the Aboriginal Capacity-Building Program for Community-Based Research. In addition, each of the projects selected were screened that student criteria, organizational suitability, their ability to connect with and work in partnership with the wider academic community was met. The Canadian Aboriginal AIDS Networks recognises and congratulates each of the projects. Both, organizations and students in partnership with academic advisors have pursued community-based research that is both relevant and methodological sound, but contributes towards effective and meaningful responses to the HIV epidemic within Aboriginal communities.

Meegwetch!



**Appendix A:  
Summer Training Award Announcement**

**Summer Training Awards in Community-Based Research (CBR):  
A Component of the  
Aboriginal Capacity Building Program for Community-Based Research  
of the Canadian Strategy on HIV/AIDS (CSHA)**

**ANNOUNCEMENT**

The Canadian Aboriginal AIDS Network, Inc. (CAAN) in partnership with Health Canada, is pleased to announce that we will be sponsoring Summer Training Awards as part of the newly redesigned Aboriginal Capacity-Building Program for Community-Based Research. Up to ten Training Awards will be granted to Aboriginal undergraduate students in Canada in an effort to build and enhance community-based research skills in the area of HIV/AIDS. Aboriginal students are being solicited by CAAN and its membership to develop community-based research proposals. CAAN member and other organizations will be eligible to host the summer students. The Summer Training Awards in Community-Based Research pilot initiative will increase the capacity of students to conduct relevant community-based research and further develop student skills and experience in community-based research methodology.

**Who is Eligible?**

Aboriginal undergraduate Arts or Science students currently enrolled full-time in a Canadian University or College. Successful students will undertake a CBR initiative under the supervision of an Academic Advisor and the host organization. The student will be situated within the community-based AIDS service organization.

**Project Term:**

May 15 to August 31, 2001

**Summer Training Awards:**

\$4,000 per student. Host organizations will receive a stipend of \$400 to cover administration fees associated with hosting the Award recipient.

**Application Process:**

CAAN is seeking Aboriginal students that meet the following criteria:

- Minimum 2<sup>nd</sup> year student enrolled in University or College Arts or Science program.
- GPA of 75% or equivalent (official transcript required).
- Successful completion of Research Methodology Course.
- Knowledge in quantitative/qualitative analysis.
- Experience in HIV/AIDS and/or Community-based HIV/AIDS organizations.
- Letter of Support from host organization with a description of research to be conducted

(proposal must include provide organizational background, suitability, activities, expected outcomes, and an evaluation plan).

- Letter from student indicating their interest and long-term goals in CBR and HIV/AIDS.

Successful applicants will be asked to submit a letter from an Academic Advisor indicating his/her willingness to supervise the student during the project.

**Deadline for Submissions:** April 27, 2001.

Applications will be reviewed by the CAAN Community-Based Research Committee.

**Please send to:**

Art Zoccole, Executive Director  
Canadian Aboriginal AIDS Network  
251 Bank Street, Suite 602  
Ottawa, Ontario, K2P 1X3

Phone: 613-567-1817 or 1-888-285-2226

Fax: 613-567-4652

E-mail: [caan@storm.ca](mailto:caan@storm.ca)

**Appendix B:  
Terms of Reference and Scoring Guide**

## **(1.0) OVERVIEW OF SUMMER TRAINING AWARDS**

### **(1.1) Canadian Aboriginal AIDS Network**

The Canadian Aboriginal AIDS Network was established in 1997 by Aboriginal people and organizations concerned by the threat of HIV/AIDS in their communities. These leaders and organizations acknowledged that Aboriginal peoples have specific cultural needs in addressing the HIV/AIDS epidemic that required the explicit attention of a national organization focussed on meeting the leadership and advocacy needs of Aboriginal peoples living with and affected by HIV/AIDS.

The mission of the Canadian Aboriginal AIDS Network is to provide leadership, support, and advocacy for Aboriginal people living with and affected by HIV/AIDS regardless of where they reside.

### **(1.2) HIV/AIDS Policy, Coordination and Programs Division (HIV/AIDS Division)**

The Canadian Strategy on HIV/AIDS (CSHA) provides a framework for the federal government to respond to the HIV/AIDS epidemic in Canada. The HIV/AIDS Division of Health Canada oversees the implementation of the CSHA.

### **(1.3) Background**

In response to recommendations from consultations with key Aboriginal research and community stakeholders, Health Canada's HIV/AIDS Policy, Coordination and Programs Division has allocated 300,000.00 annually toward a three-year Aboriginal Capacity-Building Program for Community-based Research.

Health Canada has acknowledged that full participation of Aboriginal communities was essential in ensuring an effective response to the HIV/AIDS epidemic and, in partnership with the Canadian Aboriginal AIDS Network, has initiated a capacity building program which responds to the needs and concerns of Aboriginal peoples.

### **(1.4) Summer Training Awards**

The Summer Training Awards will help develop and enhance Aboriginal students' research skills to increase the number of Aboriginal researchers capable of applying a community-based approach to HIV/AIDS research. Local and regional Aboriginal HIV/AIDS organizations are expected to benefit as well from short-term research activities designed to increase their capacity to participate in community-based research.

The Summer Training Awards are available to Undergraduate students in the health and social sciences who apply in partnership with an Aboriginal Organization and an Academic Advisor. Applications are solicited from Aboriginal students and Aboriginal organizations whose interests

and/or programs relate to HIV/AIDS programs and services, with a particular focus on the application of a community-based research approach.

## **(2.0) Roles and Responsibilities**

### **(2.1) Health Canada, The HIV/AIDS Division, CBR Matrix**

The Division is responsible for the review and preservation of the project as outlined in the contribution agreement held with the Canadian Aboriginal AIDS Network.

### **(2.2) Canadian Aboriginal AIDS Network**

Directly Accountable to: Community, CAAN Membership, Advisory Team, Health Canada

The Canadian Aboriginal AIDS Network is responsible for the following:

- Overall management and coordination of the Summer Training Awards.
- Communication with HIV/AIDS Division, CBR Matrix.
- Selection and hiring of the Project Supervisor.
- Providing financial statements and updates to the HIV/AIDS division as required by treasury board.
- Approval of Final Reports from funded Aboriginal Organizations.
- Delivery of Final Summer Training Award project report and recommendations to HIV/AIDS Division, CBR Matrix.

### **(2.3) Summer Training Award Project Supervisor**

Directly Accountable to: CAAN

The Program Consultant is responsible for the following:

#### ***Review Process***

- The operation of the Review Committee.
- Familiarity with the applications.
- Lead the Review Committee Meeting.
- Facilitate discussion.
- Provide a written summary and justification of the decision made regarding each applicant.
- Final consolidation and implementation of all recommendations resulting from the review process.
- The Program Consultant acts as coordinator and advisor to the Review Committee.
- It is the responsibility of the Program Consultant to ensure that the review process is clear and consistent with the Terms of Reference and scoring guidelines.

### ***Award Administration***

- Informing successful applicants of approval and over see and adjustments or changes as recommended by the review committee.
- Arrange and deliver funding agreement between Aboriginal Organization and the Canadian Aboriginal AIDS Network.
- Release funds in a timely fashion, upon receipt of project updates, financial reports and approval of final report by Canadian Aboriginal AIDS Network.
- Oversee and provide support for funded awards by addressing questions and issues related to the Summer Training Award.

### ***Project Administration***

- Carry out internal evaluation of Summer Training Award process and make recommendations for future applications of this initiative.
- Maintain communications with Canadian Aboriginal AIDS Network to allow for timely reporting to Division of HIV/AIDS, CBR Matrix.

### **(2.4) Advisory Team**

**Directly Accountable to: Community, Canadian Aboriginal AIDS Network**

The technical team shall be comprised of: Canadian Aboriginal AIDS Network Executive Director, Canadian Aboriginal AIDS Network National Programs and Projects Consultant, Health Canada Project Consultant (as transfer of this file is expected, a second Health Canada representative may participate in meetings to aid in the transition of responsibility on this project), one community member with HIV/AIDS Community Based Research knowledge.

This team will convene from time to time, at the request of the Canadian Aboriginal AIDS Network National Office, to review the progress of the pilot of this project and to provide advice and recommendations to the Summer Training Award Project Supervisor.

### **(2.5) Review Committee**

**Directly Accountable to: Canadian Aboriginal AIDS Network**

The primary role of the Review Committee is to assess the academic and research merit of the Summer Training Award applications. Reviewers will prepare a written assessment using the *Summer Training Award Review Committee Scoring Form*. The written assessment will be based on the *Summer Training Award Review Criteria* and will summarize the strengths and weaknesses of the application. Each application will be reviewed in-depth by two reviewers and assigned an overall score. Based on these scores, subsequent deliberation and voting, the committee as a whole will decide which applications will be awarded funding.

The decisions of the Review Committee are final except in the event that the Canadian Aboriginal AIDS Network is made aware of information that results in the application(s) being declared ineligible. Awards will be awarded subject to approval by Canadian Aboriginal AIDS Network Executive Director.



### **(3.0) Conflict of Interest**

It is the responsibility of individual reviewers to declare the existence of any conflict of interest and it is the Review Committee's duty to decide whether the individual may participate in the discussion. The Summer Training Award Project Supervisor should rule in ambiguous cases and resolve areas of uncertainty, in consultation with Canadian Aboriginal AIDS Network staff as necessary. If the reviewer feels a conflict exists, the reviewer must declare the conflict to the Canadian Aboriginal AIDS Network as soon as possible after it has been realized.

**Conflict of interest situations are considered to exist under the following circumstances:**

#### **(3.1) Collegial Relationship**

- When the reviewer is from the same department, school or institution as the applicant. In large institutions, reviewers may determine that a conflict of interest does not exist except when in the same department; however, he or she should identify the situation;
- When the committee reviewer was a co-author of a publication with the applicant within the previous three years.

#### **(3.2) Special Relationship**

- When the applicant was a student of the committee reviewer in the last five years; or is a spouse, relation or friend.
- When the reviewer is an Academic Advisor on any application in this competition.

#### **(3.3) Coverage**

These guidelines are not intended to cover all possible situations. It is the responsibility of individual reviewers to declare the existence of any conflict of interest. The Canadian Aboriginal AIDS Network and/or the Summer Training Award Project Supervisor will rule in ambiguous cases and resolve areas of uncertainty.

#### **(3.4) Committee Confidentiality**

The membership of the Summer Training Award Review Committee is confidential. Thus, no applicant should contact a member of the Summer Training Award Review Committee regarding the review of his/her application. Review committee members are instructed to advise the Canadian Aboriginal AIDS Network if such contact takes place.

#### **(4.0) Meetings**

One in-person meeting or teleconference call to assess applications will be required.

## **(5.0) Membership**

### **(5.1) Makeup**

Membership on the Summer Training Award Review Committee will be determined by the Canadian Aboriginal AIDS Network. Committee should include an equal number of community representatives and individuals with community based research background.

Given the focus of these awards on a community- based approach to HIV/AIDS research, the composition of the review committee will consist of individuals from both an academic and a community milieu.

### **(5.2) Aboriginal Ownership**

The Canadian Aboriginal AIDS Network will attempt to ensure that the Review Committee comprises a majority of Aboriginal reviewers. Non-Aboriginal reviews will be invited to participate when they represent Aboriginal organizations or have experience and background related to Aboriginal CBR or related HIV/AIDS activities.

### **(5.3) Term**

Committee members are appointed for a one-year term, from April 01 to March 31.

## **(6.0) Scoring System**

Reviewers are expected to provide an *overall* score for each applicant based on a thoroughgoing assessment of the application. This scoring system is not based on a fixed weighting system.

A fixed weighting system will not be followed due to the variability in the academic and career pathways of individuals applying for Summer Training Awards.

Rather than a weighted system, the Summer Training Awards reviewers will utilize the full scoring scale for their summation of the assessment criteria ranging from academic history to proposed research program to links with HIV/AIDS health policy. Reviewers will respond to a series of questions based on each review criterion.

### (6.1) Scoring Scale

Range	Descriptors
75 to 100	Acceptable
less than 75	Not acceptable

### (7.0) Review Criteria

The Review Committee screens applications using the following criteria.

**Student Criteria:** Quality, appropriateness and relevance of academic record content; research design and statistical analysis course requirements; commitment to continued undergraduate study and future academic pursuits; and evaluations contained in letters of reference.

**Organizational Suitability:** Aboriginal specific mandate; commitment to supporting HIV/AIDS program within organization; and respect/adherence to Community Based Research philosophy.

**Community Based Research Activity:** Sound design and methods; relevance to Canadian Strategy on HIV/AIDS (see Appendix 1); Community Based Research Approach being used; meets the objectives and principles of Aboriginal Community Based Research and Capacity Building (see Appendix 2); and evaluation and dissemination plans provided.

**Academic Partner:** Supports mentor-ship and collaboration with student and organization.

**Links with health policy/HIV/AIDS community programming:** Articulation of potential of research to generate timely information that will influence policy, programs and partnerships with other sectors/jurisdictions/community organizations.

### (8.0) Review Process

Recommendations from our first meeting includes:

- Awards given by geographic region first, when there are more than 10 applications being considered.
- Where substantial recommendations for changes are made, the award may be given to an organization/individual to support the development of the award application for the next year.
- Review process must include an examination of the requirement for an ethics certificate. Where no certificate exists and is deemed to be required, needs assessments, literature searches etc. can be recommended.

### **(8.1) Prior to the Review Committee Meeting**

Each application is assigned two primary reviewers for in-depth review and assessment. The primary reviewers complete a *Summer Training Award Review Committee Scoring Form* and provide a global score for each application assigned to them.

Additionally, Review Committee members are expected to read all of the applications under review and assign a tentative score to each one. This is important since the assignment of in-depth reviews is random and each member needs to become familiar with the full range of potential scores assigned to the applications.

### **(8.2) Review Committee Meeting**

The Summer Training Award Project Supervisor is responsible for leading the Review Committee meeting and facilitating discussion of each application. The first reviewer presents his/her written report and reveals his/her score. The second reviewer is asked to provide any additional major points not covered by the first main reviewer and to provide his/her score. If both scores fall within the same range and there is no objection from any other member of the committee, there is no further discussion.

If there is a significant discrepancy between the two primary reviewers' scores, these two reviewers will discuss the reasons for their score placement. All members of the committee are invited to make additional substantive comments on the application, preferably without revealing their specific scores.

It is important that the Review Committee provides specific reasons for its scoring placements in case an applicant inquires about the reason for the scoring placement. For this reason, the primary reviewers should ensure that the scoring form is completely filled in and legible. Reviewers should ensure that the "Summary of Assessment" clearly presents the case "for" and "against" an applicant.

### **(8.3) Scoring**

At the end of the discussion of each application, a ballot is distributed to each member of the Review Committee. On each ballot is the type of award, the name of the applicant, file number, a box to mark the score, a box for those abstaining and a box for reviewers to sign the ballot.

On the basis of their own reading and the discussion, all members (not in conflict) are invited to score (secret ballot) the application. If a member does not feel comfortable assigning a score for any reason such as unfamiliarity with the field, he/she should abstain. In this event, the member checks the appropriate box on the ballot and signs off. All ballots must be signed. A scoring mean is calculated based on the scores submitted by secret ballot. The Summer Training Award Project Supervisor does not vote. However, he/she reads all applications and prepares a

preliminary score for each one in order to focus the discussion, if necessary. All voting ballots are kept in sealed envelopes and are destroyed once the final decision has been communicated to the applicant.

The final scores are not displayed. Instead, when all applications have been reviewed and the mean for each has been calculated, the score range within which each applicant falls will be displayed.

The Review Committee then comes to a final decision on the award recipients based on the mean scores of each applicant. In the event of a tie in a situation where there is only one further award available, the Review Committee will renew discussion of each of the applications in question in order to select one or the other. Another round of scoring may be required.

Ten Summer Training Awards will be granted to the applicants with the highest scores. First priority will be to distribute awards geographically. The second priority will be to ensure that the maximum possible available awards are given to successful, qualified applicants.

#### **(8.4) Cut-off Points for Awards**

Applications with scores below 75.0 are not considered for funding. Applications with scores of 75.0 and above are considered for funding depending on the availability of funds.

#### **(8.5) Applicant Feedback**

There is a need to provide feedback to applicants concerning their application. The scoring and justification are therefore very important. Review Committee members must ensure their Review Committee Scoring Forms are legible and complete. The Chairperson must provide a written summary of each application that includes the score and the justification for the decision made.

#### **(8.6) Confidentiality**

Review Committee members are reminded that all information available for the review process, as well as the committee's deliberations and recommendations, are to be regarded as strictly confidential. In addition, the membership of the Review Committee is confidential.

## **Appendix - Goals of the Canadian Strategy on HIV/AIDS**

The CSHA is based on the following six national goals:

1. To prevent the spread of HIV infection in Canada;
2. To find a cure;
3. To find and provide effective vaccines, drugs and therapies;
4. To ensure care, treatment and support for Canadians living with HIV/AIDS, their families, friends and caregivers;
5. To minimize the adverse impact of HIV/AIDS on individuals and communities; and
6. To minimize the impact of social and economic factors that increase individual and collective risk for HIV.

## **Appendix - Definition of Aboriginal Community Based Research Philosophy**

The following definition will be applied to all aspects of the Aboriginal Capacity-Building Program for Community-Based Research:

Aboriginal Community-Based Research is a form of research whereby Aboriginal community collaboration, direction, participation and commitment are essential. The goal is to develop culturally-appropriate and methodologically-sound research, analysis, and dissemination strategies that are beneficial and empowering for the participating communities and other stakeholders in their preparation and implementation of an effective response to HIV/AIDS.

## Appendix - Summer Training Awards Review Committee Scoring Form

Applicant:

Overall Score:

Institution:

*For Internal Use Only:*

Department:

Reviewer:

Aboriginal Organization:

File Number:

Geographic Region:

Date Reviewed:

Reviewers will consider the following questions in their overall assessment of each applicant.

### 1. Student Criteria

- What is the quality, appropriateness and relevance of the academic record?
- Has the student had significant multi-disciplinary and interdisciplinary preparation?
- Does the student have other relevant training?
- How is the student evaluated in the letters of recommendation?
- Is the grade point average greater than 75%?
- Is the student at the second year level in their studies?
- Does the student have required statistics and/or qualitative analysis training?
- Has the student complete a research methodology course?
- Is the student committed to completing undergraduate studies?
- Does the student indicate a desire to continue to the masters level?
- Does the student have HIV/AIDS experience?
- Does the student have Community Based Research Experience?

### 2. Organizational Suitability

- Does the organization have or wish to form an HIV/AIDS program?
- Does the organization have an Aboriginal specific mandate?
- Does the organization have previous experience with Community Based Research (keeping in mind that this is a *capacity building* program)?
- Does the organization subscribe to and reflect in their planning a community based research philosophy?

### 3. Community Based Research Activity

- How well developed, for a student at the undergraduate level, is the proposed designs, hypotheses, methods?



- Does the activity demonstrate how a community based research approach to research will be used? (E.g. steering committees, community advisors, community ownership etc.)
- Is the research activity relevant to the Canadian Strategy on HIV/AIDS?
- Is the research activity likely to have an impact on policy/programing for Aboriginal communities infected, affected and at risk for HIV/AIDS?
- Does the activity include plans for dissemination of the results to research participants/community members, relevant forums etc.?
- Does the activity meet the objectives and principles of Aboriginal Community Based Research and Capacity Building?
- Does the activity include an evaluation plan?

**4. Academic Partner**

Following are provided:

- Institution name, Department, and Academic Advisor's name.

OR

- Professional Researcher's name, Affiliation and Curriculum Vitae.
- Confirmed reference check or letter of reference.

Does the proposal identify and explain the level of involvement of the Academic Partner?

**5. Linkages with Aboriginal HIV/AIDS community and academic partners**

- Does the student link with Aboriginal HIV/AIDS community?
- Does the student link with Academic Advisor and institutions?

**6. Summary of Assessment**

- Overall Strengths:

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- Overall Weaknesses:

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Please attach any notes or recommendations made in your review of this proposal on separate page(s).

## Scoring Scale

Category	Maximum Score	Activity's Score
Student Criteria	30	
Organizational Suitability	30	
Community Based Research Activity	20	
Academic Partner	10	
Linkages with Aboriginal HIV/AIDS community and academic partners	5	
Summary of Assessment	5	
<b>Total</b>	<b>100</b>	

Projects scoring above 75 are deemed suitable, scores below 75 are deemed not acceptable.

In cases where more projects are deemed suitable than awards are available; the awards will be granted to reflect balance of geographic regions, with regional ties being resolved based on overall score and ranking of the projects.

Please see the scoring guide for more details.