

Project Collaboration Agreement

**Between
Pet Therapy Program Committee, Children's Services,
Mental Health & Addiction Services, Saskatoon**

&

**Office of the Research Chair in Substance Abuse (Dr. Colleen Anne Dell),
University of Saskatchewan**

Project Team Members

- ☞ Allison Bokitch, Child and Youth Mental Health Services, Heartland Health Region
- ☞ Bonnie Chappell, Children's Services, Mental Health & Addiction Services, Saskatoon Health Region
- ☞ Colleen Anne Dell, Department of Sociology & School of Public Health, University of Saskatchewan
- ☞ Sue Nadon, Children's Services, Mental Health & Addiction Services, Saskatoon Health Region
- ☞ Crystal Petryk, Children's Services, Mental Health & Addiction Services, Saskatoon Health Region
- ☞ Dawn Rain, Adult Services, Mental Health & Addiction Services, Saskatoon Health Region
- ☞ Janice Sawyer, Children's Services, Mental Health & Addiction Services, Saskatoon Health Region
- ☞ Kyle Schwartz, Youth Services, Mental Health & Addiction Services, Saskatoon Health Region
- ☞ Jan Shadick, Youth Services, Mental Health & Addiction Services, Saskatoon Health Region

The above listed individuals constitute the project team. Additional members may join in signing this Project Collaboration Agreement and participate as members of the team once all members (listed above) have agreed.

The project team members as named above agree to conduct their developing research project with the following understanding:

- ☞ **The purpose of this collaboration, as discussed with and understood by the university and community partners, is to establish an evaluation of the Children's Services, Mental Health & Addiction Services, Saskatoon Pet Therapy Program.**
- ☞ **The approach and principles guiding the project as discussed with and understood by the project team are:**
 - that all work will be carried out in active partnership by a team comprised of academic and community-based members;
 - that the principle of reciprocity guides the work;
 - that decision-making power will be shared by all partners in all stages of the work;
 - that the work is relevant to everyone involved; and
 - that ethics approval or exemption is attained from the University of Saskatchewan and that each member of the team collectively shares the responsibility for raising ethical concerns and issues. Ethical dilemmas will be resolved on the basis of the team striving for a significant degree of consensus.

☞ **The scope of this project (e.g. issues, events, and/or activities that are to be involved) and the degree of participation by the team as discussed with and understood by the team are:**

- the Research Chair in Substance Abuse will sit in on and participate where appropriate in the monthly meetings of the Pet Therapy Program Committee;
- the Research Chair in Substance Abuse will provide guidance to the Pet Therapy Program Committee's work with *First Steps First: A Community-Based Workbook for Evaluating Substance Abuse & Mental Health Programs in Saskatchewan*;
- the Pet Therapy Program Committee will commit to and provide designated in-kind resources (e.g., staff time) to facilitate monthly meetings and work on the *First Steps First* workbook;
- the Research Chair in Substance Abuse will assist the Pet Therapy Program Committee with drafting and submitting an article for peer-reviewed publication & will contribute her time with no remuneration apart from her current university employment position; and
- that at the design, conducting and analysis phase of the project, all partners will provide input and feedback on the emerging themes from the data that the Research Chair in Substance Abuse will take the lead on analyzing and the Pet Therapy Program Committee will take the lead on contextualizing.

☞ **Information collected is to be shared, distributed, and stored in these agreed ways:**

- any information gathered cannot be made public without agreement and consent of all team members;
- any data recommending changes in the service delivery of the Pet Therapy Program will: (1) be shared with the Program, and (2) will not be made public without the Program's consent;
- information will be stored according to University of Saskatchewan Ethics guidelines according to the Human Ethics Review Board; and
- collection of information for purposes beyond the scope of this project will not occur without discussion, approval, and consent of the team.

☞ **Project progress will be communicated amongst the partners in these agreed ways:**

- face-to-face, conference calls, and electronic updates (i.e., email) will be scheduled at regular intervals as set out and agreed to by the team.

☞ **Communication with the media and other parties will be handled in these agreed ways:**

- a team member, as agreed to by the partners, will be designated as the initial media contact person: Colleen Anne Dell for research specific questions & Crystal Petryk for Pet Therapy Program content specific questions; and
- requests by the public to any of the partners for information related to the project that is not yet in the public domain in terms of research findings will be forwarded to the team for discussion and approval.

☞ **The partners' commitment to the research project is to:**

- keep informed on the project's progress and help in leading the project toward meaningful results;
- maintain communication that is timely and respectful;
- consult with the team on any circumstances or conditions that may require discontinuation of the project (i.e., if it is determined and agreed to by the team that the project will no longer be of benefit to the Pet Therapy Program); and
- incorporate recommendations from the findings that will contribute to improving the efficacy and efficiency of the Pet Therapy Program.

☞ **Guidelines for authorship of publication based on the findings of the project are:**

- To be considered an author, an individual must: (1) make a substantial contribution to the conception, design, analysis, and/or interpretation of data; (2) be involved in writing and revising the manuscript for intellectual content; and (3) approve the final draft and be able to defend the published work. Those who have made other contributions to the work (e.g., data collection without interpretation, etc.) or only parts of the above criteria should be credited in the acknowledgements, but not receive authorship;
- all members of the project team will be provided the opportunity to review and comment on findings prior to publication or presentation. Any one member of the team may further analyse, publish or present findings resulting from the above project with the agreement of the other team members;
- contributions of an individual or organization will be acknowledged unless they choose not to;
- a research team member or a partner may choose to include a disclaimer if they do not agree with the content or views presented in a publication; and
- each team member is responsible to participate substantively and in a timely fashion. Should a team member be unavailable after significant effort to reach them, the remaining team will include an acknowledgement of the unavailable member(s).

Duration and Amendments

This Project Collaboration Agreement will be in effect throughout the entire research process, from the development of the project's focus through to the data collection and analysis phases into dissemination of findings. This Project Collaboration Agreement can be amended upon mutual consent by members of the project team.

This Project Collaboration Agreement is not legally binding and is agreed to in the spirit of conducting a mutually respectful and co-operative project.

Partner Signature

Date

**Crystal Petryk, Pet Therapy Program Committee Chair,
Children's Services, Mental Health & Addiction Services, Saskatoon**

**Colleen Anne Dell, Department of Sociology & School of Public Health,
University of Saskatchewan**

**Garry Perry
Mental Health & Addiction Services, Saskatoon**