**Please note that this form was updated in July 2025**

*Please complete this form and send to ResearchServices@RoyalRoads.ca. The Office of Research will forward this form to the Deans and the VPA for information.*

|  |  |
| --- | --- |
| **Researcher Name:** |  |
| **School & Faculty:** |  |
| **Descriptive Project Title:** |  |
| **Funder:** |  |
| **Funder Program:** |  |
| **Funding Request (approximate):** |  |
| **Deadline for Submission:** |  |

Please identify the **most appropriate** theme with which your research aligns (choose **one**):

|  |
| --- |
| Transformational Learning |
| Climate action, wellbeing and the environment |
| Leadership, organizations and an equitable, inclusive society |

|  |
| --- |
|  |
| Research that intends to use University staff, students or faculty as a research focus requires special approval by the VP Academic. Please note such intent here:  Yes  No  Maybe  <https://policies.royalroads.ca/policies/research-projects-using-royal-roads-university>  If yes or maybe, please confirm that you have forwarded to Roberta Mason ([Roberta.mason@royalroads.ca](mailto:Roberta.mason@royalroads.ca)) Yes |
| Does this project involve Indigenous communities/peoples?  Yes  No  Maybe  If yes or maybe, your Notice of Intent will be shared with Ethics by Research Services.  Does this project involve IT support?  Yes  No  Maybe  If yes or maybe, please confirm that you have forwarded to IT.  Yes  Is your research on, or does it involve changes to, current learning technologies in use at RRU?  Yes  No  Maybe  Does your research involve CTET resources (e.g., website)?  Yes  No  Maybe  If yes or maybe to either of these two questions, please confirm that you have forwarded to CTET.  Yes  I understand that (1), in accordance with the [Tri-Agency Research Data Management (RDM) Policy](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-research-data-management-policy), my data collection, management, and deposit practices should follow the principles of the Royal Roads University [RDM Strategy](http://libguides.royalroads.ca/ResearchDataManagement) where appropriate, and (2) I can contact RRU’s Data Services Librarian, Amber Gallant ([amber.1gallant@royalroads.ca](mailto:amber.1gallant@royalroads.ca)) with any RDM or policy compliance questions. |
| Please check here to confirm that you have reviewed the Conflict of Interest in Research [Policy](https://policies.royalroads.ca/policies/conflict-interest-research) and [Procedures](https://policies.royalroads.ca/procedures/conflict-interest-research). |
| **I have an actual, perceived or potential Conflict of Interest in Research to disclose:** Yes No  If yes, please describe: |
| By submitting this Notice of Intent, I hereby acknowledge that I have read the Conflict of Interest in Research Policy and Procedures, I have availed myself of assistance from Research Services for clarification where necessary, and I agree to fully abide by the terms of the Conflict in Interest in Research Policy. |