**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.*

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| **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**):

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

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| 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) [ ] 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 [ ]  MaybeIf yes or maybe, please confirm that you have forwarded to IT. [ ]  YesIs your research on, or does it involve changes to, current learning technologies in use at RRU? [ ]  Yes [ ]  No [ ]  MaybeDoes 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) 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. |