Project Duration Check List:

*If Applicable

- ☐ **Project Timeline:** After all necessary items have been received by the Research Office, then the pre-review will be conducted within 5 working days. Review length varies for tribal data use requests.

- ☐ ***Online Account:** If PI/PA is required to submit ELR application online through the tribes Mentor hub, the Research Specialist will send credentials and application process details.

- ☐ Become acquainted with SWO Research Codes, website & Mentor functions

- ☐ ***Project Presentation:** To inform the LRRB of the project conduct details.

- ☐ ***Amendments Request/s:** Any changes will need to be communicated per amendment process for administrative review to assure it remains ELR.

- ☐ **Product Pre-Approval Requests:** Publications/Presentations require pre-approval. 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 Findings Presentation:** To inform the LRRB of findings & resulting actions/plans.

- ☐ **Closeout Report:** Is part of the data return process (form).

SWO TRO Form 118

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. 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

Exempt-Limited Review Guide

Located in the Tribal Administration Building, Ska (White) Quadrant, in the Education Suite

🌐 http://www.swo-nsn.gov

✉ PO Box 509
Agency Village, S.D. 57262

Issue date: June 7, 2024

Exempt-Limited Review (ELR)

The SWO has two types of research applications with the ELR Application being for Non-Human Subject Research (NRHS) and little to no risk Human Subject Research (HSR). Submit this application when a study is assumed exempt from IRB review and/or has been exempted by non-SWO IRB being the SWO does not exempt any non-tribal entity information gathering on or about the SWO and its resources.

> ➤ NHSR such as, but not limited to the following: Quality Assurance/Improvement, Program Evaluation/Improvement, and Public Health Surveillance/Practice, Journalism/videos, Social Media Posts, Speeches.
> ➤ Secondary Data Use Request – Also requires a Data Repository access acknowledgement and request form. If survey, interview, focus group to be included, or data sensitivity matrix requires a higher level of review then the LRRB Initial Research Application may be required.
> ➤ Research of Flora, Fauna, or Other Natural Resources
> ➤ &/or if intent to publish or present research findings/products, then expedited review and related processes may be required.

Picture above is taken from the SWO ELR application

- ◇ **Online Account:** Primary Investigators (PI's) submit projects through the SWO online Mentor account.
- ◇ **Reviewers:** The Research Specialist &, if necessary, the admin team conduct the review tasks.
- ◇ **Amendment Requests:** All changes to prior-approved projects must be approved prior to implementation.
- ◇ **Product Pre-approval:** All publications and presentations are to be pre-approved prior to sharing with the public.
- ◇ **Annual Check-ins:** PI is expected to check-in at least once a year prior to completing the Closeout process.
- ◇ **Closeout Request:** All SWO related data is owned by the SWO. PI is to complete a Closeout request report form and return de-identified digital data.

Requirements per:	QA/I, PI/E, *PHS	Secondary Data Research	Research
Review Fee	No	Yes	Yes
Require a Tribal Entity Partner Letter/Form	No	Yes	Yes
PI must obtain SWO permit to conduct study	Yes	Yes	Yes
Require both a project presentation & Closeout findings presentation	No	Yes	Yes
All Products are required to be submitted for Pre-approval Review	Yes	Yes	Yes
Pertinent De-identified Data to be returned to the SWO	Yes	Yes	Yes
Closeout Request Report to be submitted	Yes	Yes	Yes

* Project may meet SWO Expedited review criteria dependent upon project sensitivity and applicant details.

Woabdeza (Observation)	*Wowicake* (Truth)	*Woohoda* (Respect)	*Wowaunŝida* (Compassion)	*Woksape* (Wisdom)