



## 1. Conducting Research at NorthPoint Health & Wellness Center

NorthPoint Health & Wellness Center’s mission is, *Partnering to Create a Healthier Community*, and NorthPoint often partners with universities, other organizations, and public agencies to research practices in health and human services that have the potential to advance the well-being of the people we serve. Research, however, is secondary to our goal of direct care and service to patients and human services participants. Partnering on research at NorthPoint is a privilege that is reserved for proposals that support NorthPoint’s pillars:

1. Whole person integrated care
2. Build community well-being
3. Advance health equity

The process for conducting research at NorthPoint is intended to ensure that we protect these primary organizational purposes without creating undue burden for those individuals, institutions and organizations interesting in conducting approved research with the population served by NorthPoint. Research conducted within NorthPoint is governed by NorthPoint Health & Wellness Center Administrative Policies and Procedures Number 1.36, **Research Protocol**. The Innovation Group oversees the process in conjunction with the NorthPoint’s Privacy Officer. All requests to conduct research, whether from a NorthPoint employee or from anyone external to NorthPoint, are to be referred to the Innovation Group for consideration by the Research Review Committee, and must ultimately be approved by NorthPoint’s Community Board.

Every research request proposal must name a NorthPoint department director as a co-sponsor. The Research Review Committee will facilitate researcher introductions to the NorthPoint director or directors whose staff would be most impacted by the research demands.

All data requests are governed by the Minnesota Government Data Practices Act, Minn. Stat. ch. 13; the Minnesota Rules implementing such Act; Minn.Stat Section 144.291 et seq. and the Health Information Portability and Accountability Act (HIPAA), if applicable.

### Survey Fatigue

IN ORDER TO ADDRESS THE ISSUE OF SURVEY FATIGUE THAT IS IMPACTING SURVEY RESPONSE RATES AND QUALITY AT NORTHPOINT, PLEASE CONSIDER OTHER OPTIONS BEFORE PROPOSING SURVEYS AS PART OF YOUR RESEARCH PLAN. IF YOU HAVE RESEARCH QUESTIONS THAT CAN BE ANSWERED WITH EXISTING NORTHPOINT SURVEY ITEMS WE ARE HAPPY TO CONSIDER SHARING EXISTING DATA. PLEASE CONTACT THE INNOVATION GROUP FOR MORE INFORMATION ON WHAT DATA WE ALREADY COLLECT. REVIEWERS WILL BE VERY SELECTIVE IN ACCEPTING PROPOSALS THAT INCLUDE SURVEYS.

## 2. Submitting an Application

To submit a research proposal application:

- Complete the requirements outlined in the **Research Proposal Requirements** section.
- Complete an **Online Application**
- Submit the \$150.00 processing fee<sup>1</sup> (payable to NorthPoint Health & Wellness Center; cash is not accepted) to:

NorthPoint Research Review Committee  
Innovation Group  
1313 Penn Avenue North  
Minneapolis, MN 55411

## 3. Data Only Requests

*If you are not proposing a research study, but only requesting data, the following rates apply:*

- *\$140/hour for outside researchers. (No cash accepted)*
- *Rates apply to all requests requiring the creation of a new report within Epic. If a report already exists, there is not fee.*

*If you are making a data request only, please contact Julie Nielsen, PhD at 612-543-2578 for instructions.*

### Questions?

Contact us at:

[Julie.nielsen@hennepin.us](mailto:Julie.nielsen@hennepin.us)  
612-543-2578

### Application Deadlines

Applications are reviewed and approved on a bi-monthly basis according to the following 2019 schedule:

Application Due	Consideration by Community Board	Notification Date
<b>January 15, 2019</b>	February 11, 2019	February 18, 2019
<b>March 15, 2019</b>	April 8, 2019	April 15, 2019
<b>May 15, 2019</b>	June 10, 2019	June 17, 2019

<sup>1</sup> The application fee also applies to patient/client/community engagement processes that seek assistance with recruitment of participants to help shape subject recruitment, data collection or other research related processes. However, board approval may not be required for such requests. Contact the Director of NorthPoint's Innovation Group at the number shown above to discuss your community engagement request.

<b>July 15, 2019</b>	August 12, 2019	August 19, 2019
<b>September 15, 2019</b>	October 14, 2019	October 21, 2019
<b>November 15, 2019</b>	December 9, 2019	December 16, 2019
<b>January 15, 2020</b>	February 10, 2020	November 18, 2019
<b>December 1, 2019</b>	January 13, 2020	January 20, 2020

*Please be advised that the NorthPoint’s research application requirements and process shown here should serve as a general guide for what is required in future research applications. However, changes to the policy and guidelines for conducting research in NorthPoint Health & Wellness Center may change in the future.*

### 3. Research/Evaluation Proposal Requirements

A complete proposal to conduct research at NorthPoint must include the following:

- I. A brief proposal (maximum six pages, double-spaced, numbered pages) describing the study, including all of the following:
  - a. Purpose of the research, including a description of its value to NorthPoint
  - b. Theoretical background including references, where appropriate – not a full literature review (This should be written for a cross-disciplinary, general audience.)
  - c. Description of the study, which must include the following:
    - i. Hypotheses or specific research questions to be addressed
    - ii. Specifics of the sample – who, when, how many, which site(s), etc.
    - iii. Description of the tasks patients, participants or staff members will be asked to complete
    - iv. Time demands on patients, participants or staff members
    - v. Data collection methodologies you will use to answer your research questions
    - vi. Samples of all data collection instruments (e.g., survey questions, observation forms and rubrics, interview questions, assessments and scoring information). (Samples of data collection instruments do not count toward the six-page maximum.

To address the study description and data analysis plan, all applications must include a Research Design Table with the following information:

Research/Evaluation Question(s)	Data Collection Instrument(s)	Sampling and Data Collection Methodologies	Time Demand on Research Subjects	Proposed Analyses

- II. Description of the procedures you will use to recruit, and secure and acknowledge informed consent of all participants.
  - a. Outline how participants will be identified and the criteria used for recruitment, who will make the initial contact with subjects, and whether or not incentives will be used to secure and/or acknowledge participation. Note that NorthPoint will not release confidential patient data, including contact information, for research participant recruitment purposes.
  - b. Attach consent forms for study participants. Consent forms do not count toward the six-page maximum.
  - c. If the study is likely to involve patients who are best served in a language other than English, the consent letters must also be translated into the appropriate languages before the study can proceed, and a description of the process for obtaining consent if literacy levels may prevent potential participants from understanding a written form. Copies of translated consent forms must be submitted to the NorthPoint Research Review Committee; however, we recommend waiting to translate consent forms until all consent forms have been approved by the Committee.
  - d. Attach data collection protocol(s) including survey instrument, interview and/or focus group questions, observational protocols, as these apply to your study
  - e. Researchers should retain all consent/assent forms and must be prepared to make them available to the NorthPoint official if requested.
- III. List all funding sources and budget for your study.
- IV. Please indicate whether you will be making a data request from NorthPoint for this study. If so, you must complete a Data Confidentiality Agreement, available from the director of the Innovation Group, once the request has been approved.
- V. Outline of your dissemination plan. Provide a 1-2 paragraph summary of your plans to disseminate your research results, both internally to appropriate NorthPoint staff and externally.
- VI. A copy of IRB application. Provide IRB approval letter. (IRB application and/or letter do not count toward the six-page maximum.)
- VII. Identify your internal NorthPoint research sponsor and upload a brief letter of support from this individual.

## 4 Frequently Asked Questions

*What types of projects do not need to go through the Research Review Committee?*

Quality improvement studies conducted by employees as part of their normal job responsibilities are exempt from this review process. However, if the **research will result in a publicly available document such as a dissertation or published journal article, a proposal application must be submitted to the NorthPoint Research Review Committee.**

*What do you mean by “benefit to NorthPoint?”*

Caring for patients and human services participants is NorthPoint’s primary responsibility. Researchers must demonstrate that their study contributes to achieving patient and participant goals, and does not only fulfil goals that are external to NorthPoint.

*Who can submit a proposal to conduct research **at NorthPoint**?*

Academics, research firms, nonprofit, or government agencies wishing to collect data for a purpose that is not part of regular NorthPoint business are required to submit a proposal. Ph.D. or equivalent studies that have high value to NorthPoint are accepted from NorthPoint employees or from non-employees of NorthPoint associated with a grant or other special project with NorthPoint.

*I am a NorthPoint employee. Can I just send out a survey to my colleagues?*

No. All surveys and research protocols must be reviewed by the Research Review Committee for approval. However, data collection requests made by staff may not require Board approval, depending on how the data will be used.

*What are reasons why a proposal would not be approved?*

There are four common reasons why a proposal would not be approved.

1. Lack of Applicability - A study is deemed to be lacking relevance if the variables are not directly related to the NorthPoint goals as articulated in its strategic plan.
2. Lack of Quality - If an ample level of scientific consistency is not demonstrated. NorthPoint observes professional standards and the work of external researchers must be held to the same standards. If some elements of the proposal are missing or unclear, NorthPoint will contact the researcher (via email and/or phone) to resubmit and/or clarify information.

3. Burden on NorthPoint resources - Research that would place a strain on resources that NorthPoint would not be able to accommodate. This includes not unduly taking away from patient care or human services delivery.

4. Burden on NorthPoint patients and human services participants – The people we serve at NorthPoint choose us because they trust that we have their best health and well-being in mind. If we receive multiple research requests identifying the same patient population (e.g. pregnant African American women) we will deny the request regardless of the merit of the research; or will suggest that the researcher delay the start date so as to avoid over-studying any particular patient or client group.

*May I contact people to solicit their participation in my research while the proposal is undergoing review?*

No. Researchers may not contact staff, patients, participants, or their families to participate without having a formal letter of approval from NorthPoint’s Community Board and the Research Review Committee.

*Is there any way to expedite the process so I can meet my deadlines?*

No. Unfortunately, there is no way to expedite the review without compromising the process. The Research Review Committee does its best to complete each review in a timely manner. Deadlines are set to support having adequate time to ensure that all of the necessary information is available for NorthPoint’s Community Board to review.

*How do I find a Co-sponsor?*

Every research request proposal must name a NorthPoint department director as a co-sponsor. The Research Review Committee will facilitate researcher introductions to the NorthPoint director or directors whose staff would be most impacted by the research demands. *A NorthPoint staff member may not serve as a NorthPoint co-sponsor for research in which he/she also serves as a primary investigator.*



## 5. Application to conduct research at NorthPoint Health & Wellness Center

Click here to download questions in pdf. We recommend that you gather your materials before beginning the application.

Your application is considered to be complete once the application and payment have been received by NorthPoint. Please submit a check **payable to Hennepin County** to:

NorthPoint Innovation Group  
NorthPoint Health & Wellness Center  
1313 Penn Avenue North  
Minneapolis, MN 55411

*April 1, 2019, please use the following address:*

NorthPoint Innovation Group  
NorthPoint Health & Wellness Center  
1256 Penn Avenue North  
Suite 5000  
Minneapolis, MN 55411

Click here to access the application: <https://www.surveymonkey.com/r/NorthPointResearch>