



Research Policy	
Effective Date	October 17, 2023
Purpose	To outline standards, processes, roles and responsibilities regarding research, whether internal to the Canada Council or through partnerships or contracts.
Responsibility	Director, Research, Measurement and Data Analytics
Accountability	Director General, Strategy and Public Affairs
Approved by	Senior Management Committee
Prepared by	Research, Measurement and Data Analytics (RMDA)
Related Canada Council Policies and Strategic Documents	Canada Council Strategic Plan Performance Measurement Policy Evaluation Policy Procurement Policy Delegation of Authority Policy Code of Conduct Information Management Policy Governance Policy Granting Policy Operational Policies of the Arts Granting Programs Division Prizes Operational Policies Data Standards Data Alignment Architecture Fee Schedules for Compensation in Research and Evaluation Activities
Related Laws and External Policies	Privacy Act Access to Information Act Official Languages Act Treasury Board Secretariat Directive on Open Government Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)

1. INTRODUCTION

1.1 OBJECTIVES

This policy outlines the Canada Council's (the Council) principles, standards, processes, roles and responsibilities that guide its research.

1.2 SCOPE

The Research Policy applies to all research activities undertaken by the Council, including internal initiatives, as well as those conducted through partnerships or contracts.

1.3 ADMINISTRATIVE RESPONSIBILITIES

The Director, Research, Measurement and Data Analytics (RMDA) is responsible for all aspects of research, including but not limited to, developing the Council's Research, Measurement and Data Analytics Plan, budget planning, financial and human resources allocations, approving research methodologies and reports, determining publication of reports and undertaking research partnerships. No research may proceed at the Council without the approval of the Director, RMDA.

The Director General, Strategy and Public Affairs is accountable to the Director and CEO for all research planning, activities, and budget.

The Office of the Chief Information Officer is accountable for the management of systems, which house the data required for research, information management and the Council's data retention and disposition. The Office is also responsible for provisioning and supporting the technology used for research.

Finance is responsible for the financial and procedural approval of research contracts according to the Council's Procurement Policy and the Delegation of Authority Policy.

1.4 DEFINITIONS

Applied Research: The process of gathering input based on the perspectives and experiences of key individuals, organizations or groups to inform policies, programs and initiatives. This type of research typically involves the use of social science research methodologies such as surveys, focus groups or interviews.

Canadian Arts Data/ Données sur les arts au Canada (CADAC): CADAC is a joint effort by arts funding agencies across Canada and is dedicated to collecting, disseminating, and analyzing financial and statistical information about Canadian arts organizations.

Data: Units of information that are gathered through observation that can be used as a basis for calculation, reasoning, discussion, and drawing conclusions.

Qualitative Data: Information (i.e., ideas, stories, and other media) that is usually gathered from participants through methods such as interviews, focus groups or reports/surveys with open-ended questions.

Quantitative Data: Information gathered to describe a situation using numbers. This data is typically retrieved from questionnaires, surveys, forms, and other statistical data systems.

External Data: Information collected by external bodies such as Statistics Canada, including research data gathered for the Council by third parties through partnerships and contracts.

Internal Data: Information collected by the Council, from applicants, recipients, and other users, including application forms, budgets, and final report forms in either electronic or hard copy format, CADAC, and other internal applications or sources.

Open Data: Structured data that is machine-readable, freely shared, used and built on without restrictions. (Treasury Board of Canada definition)

Research: The systematic investigation and analysis of quantitative and qualitative data and other sources of information in order to establish facts and reach new conclusions. (Adapted from the Oxford English Dictionary definition)

Research Ethics: Principles that govern the conducting of research.

1.5 GUIDING VALUES AND PRINCIPLES

The interrelated values to be reflected in all research projects undertaken by the Council are:

- Decolonizing
- Capacity building
- Practical
- Relevant
- Ethical

These values are understood as interconnected, complementary, and should overlap and reinforce each other (e.g., building capacity for meaningful involvement of communities in research and using methods relevant to communities that challenge a colonial status quo). Research undertaken by the RMDA section ensures the incorporation of an equity lens in alignment with the Council's commitments to advancing equity, diversity and inclusion, anti-racism and decolonization and support to Indigenous communities.

Research must be undertaken in an ethical manner, particularly with regard to the engagement of underserved and marginalized communities. The RMDA section is informed by the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS).

Research must correspond to general research standards. It must also be reliable, independent, consistent, rigorous, and conducted with integrity. Researchers will not allow professional or personal relationships or interests to influence or limit the scope of

research and the rigour of their methodology. In addition, they will commit to being self-reflexive, and not allow preconceived ideas or prejudices to affect their analysis, weaken or bias research findings and conclusions.

In addition, research activities, including data collection, validation, and analysis, must also be:

- cost-effective and make the best use of both quantitative and qualitative data;
- presented in a clear and concise manner to enable dissemination to both internal and external audiences as required; and,
- reviewed and improved on an ongoing basis.

2. POLICY

The Council undertakes and commissions research into a variety of subjects related to the arts sector, such as the state of the professional arts sector, public engagement in the arts, the value of the arts to society and the impact of the Council's investment. All research undertaken by the Council must be of the highest quality and be of value for the resources expended.

Only research that is of national scope and advances the Council's research priorities as outlined in the Research, Measurement and Data Analytics Plan and/or Strategic Plan or that is identified by Senior Management and/or the Director and CEO will be supported through the RMDA section.

2.1 DATA SOURCES

The Council collects, validates, and analyzes data from a variety of sources, primarily from grant applicants and recipients.

The data used for research are collected via the following tools and systems:

- Online portal
- Client and Grant Management systems
- Public Lending Right database
- CADAC
- Periodic data collection via surveys, focus groups, etc.
- External data (e.g., Statistics Canada)

2.2 DATA STANDARDS

The RMDA section ensures that all data used in research projects or published as corporate information conforms to its Data Standards. This includes standards for the retention, archival and disposal of data. Data collection is done in accordance with the *Privacy Act*. The Council's Open Data releases conform to the Government of Canada policies and requirements as outlined in the Directive on Open Government.

Should an error be found in any of the Council's publicly released data, the RMDA section will review the error and, depending on the publication type, either issue a correction or a restatement.

2.3 COUNCIL RESEARCH

The Council regularly undertakes a wide array of applied research activities involving internal and external participants. Implementation of research tools, such as surveys, interviews or focus groups, is informed by social science research methodologies. Research activities within the Council must conform to the Council's general research standards and be approved by the Director, RMDA.

2.4 RESEARCH FINDINGS AND RECOMMENDATIONS

The Council makes a distinction between research findings and recommendations to inform policy or program design. Generally, the Council's research activities are focused on establishing facts and conclusions and are not focused on providing recommendations. Recommendations are typically derived from program evaluation, as described in the Evaluation Policy. Recommendations may be informed by relevant research findings.

2.5 PUBLICATION OF RESEARCH

The Council operates on the principle that research findings should be made publicly available on the Council website.

Research outputs may not be published in the following circumstances:

- They are incomplete or deemed to have methodological issues and/or erroneous findings.
- They are lengthy or technical and considered to have limited public distribution value.
- Research that includes protected information according to the *Privacy Act* and *the Access to Information Act*, such as personal information, sensitive information or internal corporate information.

2.6 DATA REQUESTS

For data which are not available through its open data releases, the RMDA Section will assess the request against the following criteria:

- **Level of effort:** is there a time and/or financial cost to the Council in producing the data?
- **Utility:** will the data be used in a way that will advance knowledge of the arts and have the widest benefit possible?
- **Appropriate use of information:** is there a reasonable level of assurance that the data will be treated according to general research principles and standards?
- **Privacy:** are the data subject to the *Privacy Act*?

External researchers must complete a *Research Application and Undertaking Agreement* in order to obtain data from the Council. External researchers using Council data must include the following statement in any publication:

"The opinions and interpretations in this paper are those of the author(s) and do not necessarily reflect those of the Canada Council for the Arts."

2.6 RESEARCH PARTNERSHIPS

The Council may enter into partnerships, through the RMDA section or other sections of the Council to advance its research goals and priorities. These partnerships can be monetary or intellectual. Partners must acknowledge the support that they received from the Council in the research.

Data may be shared with partners. Partners must acknowledge the Council as the source of the data. For the sharing of disaggregated or protected data, partners must sign confidentiality agreements or obtain the necessary permissions (e.g., CADAC IDs) and must conform to the *Privacy Act*.

2.7 ARTS SECTOR RESEARCH

Arts sector organizations, such as National Arts Service Organizations, undertaking sectoral or disciplinary research are encouraged to apply to relevant granting program components, such as the Sector Innovation and Development component of the Supporting Artistic Practice granting program.

2.8 RESEARCH CONTRACTS

Research contracts will be administered according to the Council's Procurement and Delegation of Authority Policies. Contracts that include an arts research component, as well as the research instruments, must be approved by the Director, Research, Measurement, and Data Analytics.

2.9 ADVISORY GROUPS

The RMDA section may convene advisory groups comprised of internal or external experts for specific or ongoing research needs. Advisory groups will have a Terms of Reference.

2.10 COMPENSATION

External advisors should generally be compensated for their time, according to the Fee Schedules for Compensation in Research and Evaluation Activities.

Likewise, participants in research and evaluation activities, including interviews and focus groups, should generally be compensated for their time, according to the Fee Schedules for Compensation in Research and Evaluation Activities.

2.11 COUNCIL EMPLOYEES AND INDEPENDENT RESEARCH

Council employees may engage in independent, external research outside of their employment functions. Independent research must be disclosed according to the Code of Conduct. The following statement must be included in any published reports:

"The opinions and interpretations in this paper are those of the author(s) and do not necessarily reflect those of the Canada Council for the Arts."

Approved by Senior Management Committee: October 17, 2023