



A Guide to Inclusive and Meaningful Research with Newcomers: Intake Form

Service provider organizations in Hamilton are regularly approached by researchers from local and regional post-secondary institutions to assist with recruiting newcomers for their studies. With input from service provider organization staff, and immigrants, Hamilton Immigration Partnership Council and McMaster Research Shop developed a *Guide to Meaningful and Inclusive Research with Newcomers* to propose key concepts, processes and practices for undertaking research with newcomers in Hamilton. When done well, research can lead to policy changes, new programs or services, and other opportunities to improve settlement and integration for Hamilton's newcomer communities.

The best research is both meaningful and inclusive. **Meaningful research** focuses on issues or questions that are responsive to the priorities of the community, and research products have a high potential to positively impact newcomers. **Inclusive research** ensures that all members of the target population are considered and given equal opportunities to participate. Mechanisms to support the full participation of individuals who might otherwise experience barriers are planned and implemented.

This intake form was designed to assist community and service provider organizations when approached by researchers wanting to build partnerships or to recruit newcomer participants for their studies.

Researchers are advised to review *Researchers' Guide to Inclusive and Meaningful Research with Newcomers* before filling out the intake form.

“If you try to think about what’s needed without talking to the [newcomer] community, you will lose your way.” - research participant

Hamilton Immigration Partnership Council (HIPC) is a community planning table that brings together local organizations and individuals to help create positive settlement experiences and a sense of belonging for newcomers.

  @HIPCHamilton | hamiltonimmigration.ca

Intake Form

1. I have read the *Researchers' Guide to Meaningful and Inclusive Research with Newcomers*.
 Yes
 No
2. I have reviewed the website, vision, mission and services of this organization, and I believe that my research is aligned with the priorities of this organization.
 Yes
 No

3. Please provide a brief background about your research and research topic. What are the purpose and objectives of your study?

4. What methods and steps are involved in this study? Please provide a timeline of your proposed activities.

5. Who is the target demographic group for your research? Are there any language or eligibility requirements? How many participants will you be recruiting for this research?

6. How will information collected from participants be used? How will the information be kept private? And how long will the information be stored?

7. Is there compensation or payment for participating? Please describe.

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Intake Form

8. How will the findings or results be communicated?

9. How is your research relevant to the priorities of this organization?

10. What supports do you expect from the organization? Please provide specific asks and timelines.

11. Do you have an existing relationship with the organization you are reaching out to? If yes, please explain what this relationship involves. If not, please ensure you reach out to the organization for an initial introductory meeting.

12. If you are a student researcher, do you work with an academic supervisor? If yes, please provide their name and contact information as well as a Letter of Support.

