[](https://uniquelyaustralianfoods.org/about/)



Conducting research with Indigenous Research Partners and Communities:

A toolkit for students and staff

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Nature of Amendment** |
| Final V1.0 | 06/04/2021 | Final publication – first release |

Contents

[Introduction 1](#_Toc68680301)

[Who to go to for help 2](#_Toc68680302)

[Shared Values and Policies 2](#_Toc68680303)

[Our values 2](#_Toc68680304)

[Our Policies 2](#_Toc68680305)

[1. Pre-engagement 3](#_Toc68680306)

[1.1 Identify potential locations and partner communities 3](#_Toc68680307)

[1.2 Determine who has the appropriate authority to grant permissions for research 3](#_Toc68680308)

[1.3 Learn more about the broader ARC Training Centre’s aims and objectives 4](#_Toc68680309)

[1.4 Refer to UQ’s Ethics, Integrity and Compliance Policies and Legislation 4](#_Toc68680310)

[2. Early engagement 4](#_Toc68680311)

[2.1 Develop your Project Description to a ‘Final Draft’ stage 5](#_Toc68680312)

[2.2 Welcome the Indigenous Research Partner 6](#_Toc68680313)

[3. Pre-research & pre-collection 7](#_Toc68680314)

[3.1 Understand required legal and ethical components, and send relevant information to the community 8](#_Toc68680315)

[3.2 Complete formal legal obligations 8](#_Toc68680316)

[4. Preparing for a Site Visit 10](#_Toc68680317)

[4.1 Prepare Information you need to provide to the community 10](#_Toc68680318)

[4.2 Cross Cultural Competence Activities 11](#_Toc68680319)

[4.3 Complete other required training 12](#_Toc68680320)

[4.3 Finalise your research preparation 13](#_Toc68680321)

[4.5 Travel Approvals 14](#_Toc68680322)

[4.6 Workplace Health and Safety 15](#_Toc68680323)

[4.7 Download relevant apps on your phone 15](#_Toc68680324)

[4.8 Prepare your bag 15](#_Toc68680325)

[4.9 During all site visit/s 15](#_Toc68680326)

[4.10 On return from all visit/s 16](#_Toc68680327)

[5 During research 16](#_Toc68680328)

[5.1 Keep up the communication 16](#_Toc68680329)

[6 Post research 18](#_Toc68680330)

[6.1 Communicate final results with communities 18](#_Toc68680331)

[6.2 Discuss future possible collaborations 18](#_Toc68680332)

[Appendix 1: Map of actions 1](#_Toc68680333)

[Appendix 2: Research Project Checklist 2](#_Toc68680334)

[Appendix 3: Mandatory items checklist 1](#_Toc68680335)

# Introduction

This document provides the information you need to create and conduct research with Indigenous Research Partners and communities. It contains 6 stages of engagement:

This is also a living document, and is being continually improved based on YOUR experiences and learnings.

**Instructions:**

* Read through this document in its entirety because some actions take longer than others to complete.
* Actions have been organised into a general research timeframe based on the research process. A map of rough timeframes is attached as [**Appendix 1**](#_Appendix_1:_Map) but is not exact. It is a general guide to give you an idea of when you need to consider certain items so that you can do your own planning.
* Meet with your supervisor to discuss your plan and the checklist together.
* After you have read through the whole document, develop your plan, start completing items, and tick them off in the checklist, attached as [**Appendix 2**.](#_Appendix_2:_Research)
* If you need any help or are concerned with any of the items, talk to your supervisor at any time.

# Who to go to for help

The following is a quick key contacts guide if you need assistance or guidance with anything.

|  |  |
| --- | --- |
| **Subject area** | **Contact** |
| Research | Your supervisor |
| Ethics | Prof Yasmina Sultanbawa |
| Travel approvals, training approvals | Carol Ballard |
| Legal & Contractual | Dr Kamalesh Adhikari |
| Communication and engagement tools & techniques with Indigenous Research Partners | Sophie Ader |

# Shared Values and Policies

This Procedure document has been written to reflect the ARC Centre’s Values and Policies, which we all share. These values are important for you to read before reading the rest of this guide, because our Values and Policies will guide your heart, mind and practical actions when it comes to working with Indigenous Research Partners and communities.

## Our values

Our values are the core ethics and principles behind WHY we do things in certain ways, and why we have certain Policies. Though we all come from incredibly diverse backgrounds, our values exist in our hearts and minds as a ***shared*** ***set of beliefs*** - a set of beliefs fundamentally based on respect and relationships. These values shape and guide our policies, procedures, decisions, behaviours and actions.

Our values are listed on our website: <https://uniquelyaustralianfoods.org/about/our-values/>

## Our Policies

Our policies are the ARC Centre’s agreed to and mandatory way of enacting our Values in a practical and legal sense, when we interact with Indigenous Research Partners and Communities. Our Policies inform our procedures (including this document), decisions and actions.

Our Policies relating to working with Indigenous Enterprise partners are as follows:

[Policy on access and use of Indigenous knowledge](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-access-and-use-of-Indigenous-Knowledge.pdf)

[Policy on research with native plant materials obtained from Indigenous partners and communities](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-research-with-Native-materials-obtained-from-indigenous-partners-and-commnunities.pdf)

[Policy on research publications](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-Research-Publications.pdf)

[Policy on data collection](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-Data-Collection.pdf)

# Pre-engagement

Before you engage at all with Indigenous Enterprises, Research Partners or communities for any project, you need to perform the following four tasks:

## 1.1 Identify potential locations and partner communities

Typically, a representative from an Indigenous Enterprise or community, sometimes in conjunction with an industry partner, will approach the ARC Training Centre with an issue, problem, opportunity or question they would like our assistance with. This often results in identification of locations and partner communities.

If the situation is different, speak to your supervisor.

## 1.2 Determine who has the appropriate authority to grant permissions for research

You need to be able to identify who the right people and/or right government authority are for granting you permission on different land in Australia, and understanding the land ownership and native title structure. This is often not clear and can be a very complex process.

For some useful resources, refer to:

* [*Native Title Act 1993*](http://www5.austlii.edu.au/au/legis/cth/consol_act/nta1993147/)
* Central Land Council’s ‘[Native Title Act made simple](https://www.clc.org.au/files/pdf/CLC_native_title_brochure.pdf)’
* [National Native Title Tribunal](http://www.nntt.gov.au/aboutus/Pages/default.aspx)
* ARC Training Centre ‘Legal Workshop’ series video presentations by Dr Kamalesh Adhikari, located in R Drive: ITTC20UAF-A4061 > 07 Training > Legal Workshops\_Kamalesh.

Discuss your findings with your supervisor, and seek advice from Dr Kamalesh Adhikari if necessary.

## 1.3 Learn more about the broader ARC Training Centre’s aims and objectives

Look on the Uniquely Australian Foods website, in particular the ‘about’ section, <https://uniquelyaustralianfoods.org/about/> to gain a broader understanding of the Training Centre, the background to the ARC Training Centre, expected outcomes, our commitment to working with Indigenous communities and research partners in a respectful way which benefits these communities, and your role in this centre.

## 1.4 Refer to UQ’s Ethics, Integrity and Compliance Policies and Legislation

It is critical that you are covered under an ethics application or apply for ethics approval before you commence your project, and maintain adherence to ethical guidelines throughout your research.

You can find the ARC Ethics Application here: ITTC18UAF-A1019 > 01 Projects > Ethics >ARC Ethics Application .zip folder: File name: ‘Output Form’.

For further information, refer to UQ’s ‘Ethics, integrity and compliance’ policies and legislation, in particular, on Indigenous Research:

<https://research.uq.edu.au/research-support/ethics-integrity-and-compliance/human-ethics/policies-and-legislation>.

# Early engagement

Building strong and respectful relationships underpins everything we do with Indigenous communities, so it is important to follow these early engagement steps before you commence the Pre-research and Pre-collection steps.

**IMPORTANT: Before a new Indigenous Enterprise or Community becomes a formal Research Partner**

Critically, before any new Indigenous Research Partner officially joins the centre as part of a research project, there are checking and approval protocols which **must** be performed. When a new Indigenous Research Partner joins the Centre, they also automatically join the ARC Indigenous Enterprise Group – the collective group of all Indigenous Research Partners - which meets quarterly to discuss common successes and concerns, and helps the centre ensure it is conducting research with Indigenous Enterprises and Communities in a best practice manner, guided by Indigenous people.

The existing Indigenous Enterprise Group, in conjunction with the ARC Centre Management Committee, have requested specific protocol be followed before a new group is accepted.

Please contact Sophie Ader for assistance with this process and protocols. Sophie will liaise with the Indigenous Enterprise Group when a potential new Indigenous Research Partner needs to be added.

## 2.1 Develop your Project Description to a ‘Final Draft’ stage

The Project Description is a critical document. It is Appendix 1 of the ‘Model Contractual clauses for the collection of native plant materials from Indigenous Land’, located here: <https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Model-contractual-clauses-for-the-collection-of-native-plant-materials-from-indigenous-land.pdf>

The Project Description includes the following items to be addressed ***at a minimum***:

* An overview of the Training Centre and project
  + A brief description of this project
  + Project timeline
  + Project participants
* Details about the plant materials
  + Plant materials to be used in the project
  + Who will collect the materials, from where, and in what quantities?
  + Is there a fee for the materials? If so, what is it, when and how will it be paid?
* Details about the research
  + Describe the research to be undertaken?
  + Who will be doing the research?
  + How will the plant materials be used in the research?
* Details about the storage and management of the plant materials and derived data
  + How will the collected plant materials and derived data be handled and stored during the project period?
  + Who will have access to the collected plant materials and derived data?
  + How will the collected plant materials and derived data be managed or disposed of upon the completion of this project?
* Details about the sharing of research results with the indigenous partner.
  + What are the proposed means of sharing research results?

All projects, whether or not they deal with the collection of plants, MUST have a Project Description. It is equally important and critical that you **DO NOT finalise the Project Description without getting input and feedback from the Indigenous community and /or Enterprise with whom you are partnering**. Finalising your Project Description must be a collaborative process.

The broad recommended steps for developing your Project Description are:

1. Develop your Project Description as best you can on your own using the prompting dot points in the Project Description template as a guide.
2. Discuss it with your supervisor and Dr Kamalesh for their review and input.
3. Incorporate feedback and finesse your document as needed to get it to a ‘Final Draft’ phase for engaging with the community.

## 2.2 Welcome the Indigenous Research Partner

If the Indigenous Enterprise Partner or community are new research project participants or partners, provide a brief overview of the centre – e.g. develop a 5 page slide on the centre: how it started, its aims and goals and a link to the website.

**Schedule an introduction meeting**

This meeting is an important introduction meeting. It will likely be the first time that everyone involved, or who needs to be involved, has met together. It needs to involve the following stakeholders:

* Indigenous Research Partner representative/s
* Centre Director, Yasmina Sultanbawa
* Deputy Director, Heather Smyth
* Postdoctoral Researcher, Dr Kamalesh Adhikari
* Engagement & Development Coordinator, Sophie Ader
* Chief Investigators and Principle Investigators involved
* Students involved, or potentially involved.

**Develop and communicate information about yourself and your project**

For this introduction meeting, Develop a short PowerPoint presentation about yourself, your ‘Final-Draft Project Description’ and your role in the ARC Training Centre.

Provide a large, colour version copy of both the presentation and the project plan for the Indigenous Partner, particularly if meeting face-to-face, as they can take this away with them, and use it to talk to other people in their business or community, take notes on, or come back to later.

**HINT:** use the following major headings:

* Myself and my family, my ancestors & cultural background / identity
* Where I come from: my country, my, land
* My role and position in the ARC Training Centre
* My project: The ‘final draft’ concept, what it is aiming to achieve, the potential impact and uses for resulting knowledge, industry partners, timelines, what you hope to achieve with the visit
* Time for questions
* Request for feedback and input

Make the PowerPoint visually simple and appealing, colourful, lots of images and easy to read where text is used. If you need to explain complex scientific content, use the correct scientific language, but then explain it in simple, easy to understand terms.

# Pre-research & pre-collection

Throughout this stage, and in collaboration with the Indigenous Research Partner / community, you will need to:

1. Finalise your Project Description in conjunction with the community, your supervisor/s and Dr Kamalesh Adhikari (where required)
2. Develop and implement a Research Collaboration Agreement, by completing all ***relevant* clauses** of the ‘Model Contractual clauses for the collection of native plant materials from Indigenous Land’ <https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Model-contractual-clauses-for-the-collection-of-native-plant-materials-from-indigenous-land.pdf> and combining these completed clauses with your Project Description.

To complete these documents, you need an understanding of the ethical and legal issues associated with the collection and use of native plant materials and Traditional Knowledge in Australia.

It is equally important that the Indigenous Enterprise Partners also have an understanding of the Centre’s policies, procedures, guidelines and contractual / legal documentation relating to the specific project you are so that they are able to participate and collaborate fully with **free, prior and informed consent.**

The remainder of this section details the critical steps and activities to achieve a finalised Project Description and Research Collaboration Agreement.

## 3.1 Understand required legal and ethical components, and send relevant information to the community

To support you and assist the Indigenous Research Partner in navigating the legal and ethical considerations of engaging in research with Indigenous Australians, the ARC Training Centre has developed a number of legal resources that are available on the [Uniquely Australian Foods](https://uniquelyaustralianfoods.org/) website.

These resources include a series of Policies - listed below – and supplementary fact sheets and comprehensive guidelines for further information.

* [Policy on access and use of Indigenous knowledge](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-access-and-use-of-Indigenous-Knowledge.pdf)
* [Policy on research with native plant materials obtained from Indigenous partners and communities](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-research-with-Native-materials-obtained-from-indigenous-partners-and-commnunities.pdf)
* [Policy on research publications](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-Research-Publications.pdf)
* [Policy on data collection](https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Policy-on-Data-Collection.pdf)

Depending on your Project Description some, or all, of these resources will be relevant. Select the relevant policies (and other resources) and take the time to read and understand them. Watch Dr Kamalesh Adhikari’s seminars to support your understanding (located: R Drive: ITTC20UAF-A4061 > 07 Training > Legal Workshops\_Kamalesh).

Send the relevant Policies to the Indigenous Research Partner / community by taking the following steps, to help ensure that Indigenous Research Partners / communities are able to participate in the development of the Research Collaboration Agreement with **free, prior** and **fully informed consent**:

1. Prior to developing the final and full Research Collaboration Agreement, send the relevant ARC Centre Policies giving the Indigenous Enterprise Partners / Community adequate time to review them and formulate their own questions.
2. Offer to organise a meeting, or series of meetings for the Indigenous Enterprise /Community (depending on their needs) with Dr Kamalesh Adhikari, to talk through the Policies and Research Collaboration Agreement in more detail, so that they have the opportunity to ask questions and get an understanding of what these mean in *practical terms* for them .
3. Provide the Indigenous Enterprise Partners with further resources to support their understanding, by sending them the relevant guideline and fact sheets, availab;e on the ARC Website here: <https://uniquelyaustralianfoods.org/resources/>
4. If the Indigenous Enterprise Partner has more complex questions, which aren’t addressed through the Fact sheets, policies or guidelines, seek advice from Dr Kamalesh Adhikari, and/or recommend that the Partner seeks their own independent legal advice.
5. Recommend that the partners seek their own independent legal advice on all materials.

## 3.2 Complete formal legal obligations

### 3.2.1 Obtain a letter of support from the Indigenous research partner / community/s for research

Request a letter of support from the Indigenous Research Partner / community which indicates their agreement to partner with us. This is for the ethics application. Example submitted letters of support can be found in the following folder: ITTC18UAF-A1019 > 01 Projects > Ethics >ARC Ethics Application .zip folder:

### 3.2.2 Check existing approved Ethics Application for coverage of your research project, and/or Apply for Ethics Approval if necessary

1. Read the ARC Ethics Application, located here: ITTC18UAF-A1019 > 01 Projects > Ethics >ARC Ethics Application .zip folder: File name: ‘Output Form’.
2. Determine whether your project fits into the already approved ethics application, or whether you need to lodge another ethics application.
3. If you do need to lodge another application, please talk with your supervisor.

### 3.2.3 Obtain all required permits from relevant government authorities and/ or communities

Understanding the right permits is critical, and it can take up to 3 months, so make sure you factor this time in when you are planning your research activities and allow plenty of time.

1. Before you commence attaining permit/s, watch Dr Kamalesh Adhikari’s information session on permits, located here: R Drive: ITTC20UAF-A4061 > 07 Training
2. After you have watching this video, you can visit this site to find out what permits are required for the particular location you will be working in:

<https://www.environment.gov.au/topics/science-and-research/australias-biological-resources/access-biological-resources-states-and>

1. You can also refer to the guidelines around collecting Australian Native plants from the wild, written by UQ Law

<https://uniquelyaustralianfoods.org/wp-content/uploads/2020/07/Collecting-Native-Plants-from-the-Wild-Guidelines-16Jun2020.pdf>

Please contact Kamalesh Adhikari for further advice or speak to your supervisor.

### 3.2.4 Finalise a Research Collaboration Agreement

It is critical that a Research Collaboration Agreement (based on the ‘Model Contractual Clauses for the collection of native plant materials from Indigenous Land’) is formed between the ARC Training Centre and the Indigenous Research Partner.

By now, you will already have developed a final version of your Project Description, which forms the Appendix 1 of the Research Collaboration Agreement.

To finalise the Research Collaboration Agreement, you will need to select the relevant clauses from the ‘Model contractual clauses for the collection of native plant materials from Indigenous Land’, found on our website here:

<https://uniquelyaustralianfoods.org/wp-content/uploads/2020/10/Model-contractual-clauses-for-the-collection-of-native-plant-materials-from-indigenous-land.pdf>

Only use the clauses that are relevant for your unique project to complete your Research Collaboration Agreement.

The clauses cover the following areas:

1. Consent for the collection of the samples of native plant materials
2. Purpose of the collection of the samples of native plant materials
3. Ownership in the collected materials and their transfer to third parties
4. Access and use of Indigenous knowledge associated with the collected materials
5. Project generated intellectual property
6. Prior informed consent for publications, geographical details, quotes and photographs
7. Storage and management of the collected materials and derived data
8. Sharing of the benefits resulting from the project.

Formally finalise **the Research Collaboration Agreement**

Once you have selected the relevant clauses, and combined these with your already completed Appendix 1: Project Description, then you have finalised your Research Collaboration Agreement.

To Formally finalise this agreement, attain signatures on the completed Agreement from the relevant representative in the Enterprise / Community and from Yasmina Sultanbawa.

For further advice and guidance on using any of the legal resources, please contact Dr Kamalesh Adhikari: [k.adhikari@law.uq.edu.au](mailto:k.adhikari@law.uq.edu.au).

# Preparing for a Site Visit

## Prepare Information you need to provide to the community

Prepare any information you need for your visit to the community, including:

* Policies & Procedures
* Legal Fact Sheets
* information about the ARC Training Centre
* Photography Waiver Form (for individuals to sign indicating their agreement to have any image taken of them used by UQ)
* A copy of the presentation you have prepared and delivered about yourself, your project and your role in the ARC, for people in the community who may not have met you through previous meetings and interactions. Print off a large, colour version copy of both the presentation and the project plan, and any other resources you can develop to help articulate and explain, in a culturally accessible way, your project, or whatever it is you are there to discuss.

## 4.2 Cross Cultural Competence Activities

As per the timeline at the front of this document, you need to commence and complete formal Cross- Cultural Training (offered online through UQ) as soon as you can. This Cross-Cultural training is listed in the next section 4.3: Complete Required Training.

While you are undertaking this online training, you also need to get an understanding of the specific community you will be working with, by completing the following activities:

### Complete Cultural Awareness Training

Your research will involve building mutually respectful and trusting relationships with Aboriginal and Torres Strait Islanders partners. It will require you to collaborate with them in a way, and on matters, which enables their free prior and informed consent and meaningful engagement with your research activities. Cultural training is critical to helping this process of relationship building.

The following 7 modules have been prescribed as mandatory for you to complete. These are available at no cost, through blackboard, in ‘Core Cultural Training’. Each takes around 1 hour to complete.

**Mandatory for all UQ students and staff**

* Module 0: Introduction
* Module 1: Thinking about Cultures and Identities
* Module 2: My Country, Our Country

**Mandatory for all ARC Uniquely Australian Foods staff and students visiting communities**

* Module 3: History Lives in Us
* Module 5: Communities in Control: Recognising the role of community organisations
* Module 6: Recognising Aboriginal and Torres Strait Islander People’s rights to Country
* Module 7: Self-determination and Autonomy
* Module 8: Engaging with Aboriginal and Torres Strait Islander Communities

**Highly recommended for all ARC Uniquely Australian Foods staff and students visiting communities**

* Module 4: Too Much and Not Enough Change: Commonwealth Indigenous Affairs
* Module 9: Helping to Build and Inspire the Australian Nation
* Module 10: Continuing your Journey

**Optional further reading, as suggested by other students**

The following books have been suggested by other ARC UAF researchers and/or students, as further reading to improve your cultural awareness.

* Song Spirals: Sharing Women’s Wisdom of Country Through Songlines, Gay’wu group of women
* Dark Emu, Bruce Pasco
* Bushfires & Bushtucker: Aboriginal Plant Use in Central Australia, Peter Latz
* Sand Talk: How Indigenous Thinking Can Save the World, Tyson Yunkaporta

### 4.2.2 Learn about the people you will be meeting with

* Do your own research on the area, the community groups, the business.
* Look up the community/enterprise on ABN Lookup the Oric website (Register of Aboriginal Corporations) <https://www.oric.gov.au/>
* Look up community/enterprise websites & Facebook to learn about the businesses and the people you will be meeting with.
* Look at the country and photos of where you will be, on google maps or <http://www.bonzle.com/c/a>
* If there is information about the community available from previous visits, read through this information and ask questions about the community to returning researchers.

### 4.2.3 Learn the preferred language and terms for the botanicals you are going to collect

* Familiarise yourself with the preferred terms for the botanicals you will be dealing with. You could develop a short dictionary of preferred terms for botanical products, based on information passed on from previous researchers and by directly asking the community.

### Understand any significant events of occurrences

* Check before you go (right up to the day before) that no significant events have occurred which may mean you need to cancel the trip. Talk to your supervisor about this.

## 

## 4.3 Complete other required training

Make sure you complete the following mandatory training modules before you visit your community.

**First Aid Training**

This First Aid training must include snake and spider bites, so it must be the full comprehensive course, with the competency unit: **HLTAID003 Provide first aid. This course is available through UQ Blackboard.**

**4WD training**

This will be arranged by the ARC Training Centre if it is deemed necessary. Please talk to your supervisor about this.

## Finalise your research preparation

Your plan for research must align with what you have agreed to with the Indigenous Enterprise Partner in the Research Collaboration Agreement, particularly in the Project Description. Therefore, this stage is more about finalising specific details of your research for your site visit.

### Finalise preparation details for your sample collection

Your sample collection plan links up with what you have agreed to with the community partner previously in your Research Collaboration Agreement. IN line with your Project Description, you may consider the following more detailed questions when planning your sample collection:

* What samples do you need to collect?
* how many do you **need?**
* how much would you **like** to get?
* Do you need to collect from different locations or all the same?
* Do you need samples different trees and will you need to keep track of them?
* Do you need GPS locations?
* Do you need botanical samples to have formal identification of the plants?
* Is this a requirement of your permit?
* Do you need this for your research?

If you are collecting fruit or plant samples, you should collect it in the formal method for collecting botanical samples, so you have formal identification of the plant.

The Queensland Herbarium has a good resource on collecting plant samples, located here: <https://www.qld.gov.au/__data/assets/pdf_file/0032/67469/collecting-manual-edition-2.pdf>

### Finalise preparation details for your research on site

Again, these research activities you will be conducting on-site need to align with what has been agreed to in the Research Collaboration Agreement, particularly the Project Description document.

Consider the following questions:

* Are you performing analysis on-site, with samples taken straight from the tree or taking samples back to the lab?
* Are you planning to do gas analysis on samples from the tree? If yes, you need to plan this day and know how many samples you need and what size glass jars to take etc.
* Are you doing Near-infrared spectroscopy (NIR) NIR on fresh samples on site? If yes, you need to know what your study is and how many trees you need samples from.

Make sure you are completely familiar with all equipment you are taking and have done practice uses of it. Ensure you know how many trees or locations you are collecting samples from and doing tests on. Refer back to the Research Collaboration Agreement you formed with the partner community to finalise these details.

### Finalise preparation details for your research on fresh samples for when you return

Ensure you make appropriate arrangements for safely and securely transporting the fresh samples back to the laboratory, in a way which preserves their integrity according to your research parameters. IE, do the samples need to be frozen within a certain time period, and kept frozen through the transport period? Consider the facilities, equipment and or services you will need for this specialised transport.

The first week of your return will be your only opportunity to do analysis on fresh samples. Plan what analysis you need to do immediately on your return. Book any instruments, rooms and/or the sensory panel you will need. Some research can only be done on fresh samples so plan accordingly.

Consider the following questions:

* Do you need sensory analysis of fresh samples? If so, book the panel or a staff/student panel for the days after you return, coordinate this with A/Prof Heather Smyth.
* Are you doing NIR, gases, MRI or other fresh sample tests? Ensure you plan and make all bookings and talk to the appropriate specialist in this area if you need to.

## 4.5 Travel Approvals

Commence getting approvals for travel and complete your risk assessment about 6 weeks before you go.

### 4.5.1 Gain approval from your supervisor

Requests for travel must be submitted to your supervisor by email (cc to Centre Director and Centre Manager). Include:

* Location/s
* Reason for Travel
* Travel Dates
* Budget (including airfares, accommodation, local transport)
* Details of any private days
* Details of any intended leave to be taken

Once email approval from your supervisor is received (cc’d to Centre Director and Centre Manager) you will need to complete the UQ Domestic Travel Declaration before any travel can booked.

### 4.5.2 Complete Domestic Travel Declaration

You need to complete the attached [Domestic Travel Declaration](https://ppl.app.uq.edu.au/sites/default/files/Domestic%20Travel%20Declaration.pdf). Once this has been approved, email to your supervisor, Centre Director and Centre Manager and then you can begin liaising with the Centre Manager to organise your travel bookings.

### 4.5.3 General information

Refer to the University’s [Travel](https://travel.uq.edu.au/) webpage for latest advice on travel.

## 4.6 Workplace Health and Safety

You need to make sure you are meeting all your Workplace Health and Safety obligations and requirements, to keep yourself and others safe. Here is the process:

* As you are going through your Domestic Travel Declaration, you will find reference, and a link to the risk assessment process.
* When you click on this link, it will take you to an information page about UQ’s Workplace Health and Safety requirements and provide you with a link to the UQSafe site.
* You will need to log in to the UQSafe site to access the Risk Assessment template.
* With advice from your supervisor, perform your Risk Assessment and make a note of what you need to organise.
* Work with the Training Centre Manager (Carol Ballard) and / or your supervisor to ensure all relevant safety protocols and equipment are organised.

## 4.7 Download relevant apps on your phone

Download the following and become familiar with their use before you visit communities.

1. Solocator, for GPSing the location of the trees you take samples from. Information on how to do this can be found here: <https://solocator.com/> .
2. Download a map of the area you will be working on if your risk assessment has shown there might be potential of losing your phone signal and access to google maps.

## 4.8 Prepare your bag

A list of mandatory items for packing is attached as [**Appendix 3**.](#_Appendix_3:_Mandatory) Start getting these ready 1- 2 weeks before you leave. Mandatory items are for safety and research purposes and MUST be packed. You will also need to pack standard items, such as toiletries and clothes, for which you can develop your own checklist.

## 4.9 During all site visit/s

* While you have previously sent the Photography Waiver Form (for individuals to give their consent for their images to be used by UQ) to the Indigenous research Partner, you need to take several printed copies with you. Take separate forms for everyone you are planning to meet with, plus an additional 5 or so forms. These forms are available in the R Drive: ITTC20UAF – A4061 > 02 Communications > 02 Images\_PhotographyWaiverform.pdf.
* Importantly, even if you do gain signatures on the photography waiver form, always be respectful when taking photos of individuals and country. Always seek permission first, even with the photography waiver form. There may be significant sites or other reasons why the community don’t want photos taken of a particular object, place or being.
* It is mandatory to check in daily with your supervisor, even if that is via a short text or email, to let them know how you are going. This is a safety measure - your supervisor needs to know that you are okay as they are responsible for your well-being.
* Take daily notes of your activities so you can write up and share your experiences when you return.

## On return from all visit/s

### 4.10.1 Debrief with your supervisor

* It is understood that when you return, the first week (and potentially 2nd week) will be incredibly busy as you have limited time to perform tests on the fresh plant samples taken.
* However, towards the second week of your return, you MUST debrief with your supervisor about the trip.
* The debrief form is located here R Drive: ITTC20UAF-A4061 > 07 Training > Procedures for working with Indigenous communities and partners

### Write up a blog about your experiences

All students are required to write a blog and post about their experiences. Please make sure all photos you are using have the correct permissions in place and are provided in the context they were intended for.

# During research

## Keep up the communication

Facilitating Indigenous Research Partner access to, and understanding of, the scientific processes you are undertaking for your research, your interim results, your final results and their applicability in real life are all critically important to the ARC Training Centre in achieving its goals relating to two-way learning, supporting Indigenous businesses and creating high-value collaborative research.

### 5.1.1 Research process

To assist your Indigenous Research Partners understand and learn about the research process, you will need to be in constant communication, developing a range of communication tools and techniques aligned with your community’s preferred cultural ways.

This may include, for example, a mix of videos, simple diagrams and PowerPoints, regular zoom meetings, regular phone calls or short emails, scientific reports plus inclusion of a simplified summary of your scientific report with practical examples of what your findings mean for the community, regular zoom meetings or phone calls.

A guide to different communication methods, based on Aboriginal pedagogy, can be found here:

R Drive: ITTC20UAF-A4061 > 07 Training > Procedures for working with Indigenous Communities & Partners > Engagement resources

This guide is based on work done by Indigenous people from across Australia and was written for non-Indigenous people engaging in learning processes with and for Indigenous people.

Please contact Sophie Ader [s.ader@uq.edu.au](mailto:s.ader@uq.edu.au) for guidance and assistance.

### Interim research results

Communicate your interim research results with the Indigenous Research Partners all the way through your research process, using tools and techniques described above, seeking guidance and assistance wherever you need it.

It is important that the Indigenous Research Partner has visibility over what is happening with their plant materials, and that we don’t just take the samples and become a ‘black hole of silence’.

### Research outputs

As part of developing your Research Collaboration Agreement with the Indigenous Research Partners, you will have discussed plans for how the research outputs will be communicated, and confirmed the level of involvement and acknowledgement the Indigenous Research Partners will have in this process. Ensure you adhere to what you agreed to in this document throughout the research. This will form part of your Research Collaboration Agreement.

**Formal Outputs**

Formal outputs include, for example: research publications, seminars and reports.

**Practical application outputs**

Practical application outputs will include: artefacts, activities and resources to help the Indigenous Research Partners (and others from Industry), adopt the research findings in their businesses.

These resources will require some innovative thinking in terms of how information is shared with Indigenous Research Partners. It will also require you to learn about their business and what the current state and future goals for their business (so that you can explain in real -life, practical terms how your research findings could be implemented). It will also require you to learn about their preferred communication methods and protocols.

A guide to developing communication resources, methods and learning resources for Indigenous Communities, can be found here: R Drive: ITTC20UAF-A4061 > 07 Training > Procedures for working with Indigenous Communities & Partners > Engagement resources

For advice and guidance on using this resource and/or developing your own resources, contact Sophie Ader [s.ader@uq.edu.au](mailto:s.ader@uq.edu.au)

# Post research

## 6.1 Communicate final results with communities

Using methods and techniques of communication with the Indigenous research partners in ways that are accessible to them and in keeping with their unique preferred style, engage meaningfully with the Indigenous research partners in sharing your results.

This will mean using a range of methods and techniques and resources and methods to convey both formal results and the practical application of these results.

## 6.2 Discuss future possible collaborations

Your research will likely raise more questions and possibilities for further collaboration. This will start the whole process over again!

# Appendix 1: Map of actions

This map is a rough guide as to the sequence and timing of each activity contained in this procedure document. Each project is different, so plan and adjust your own schedule accordingly.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Research Project Phase** | | | | | | | | | |
| **1. Pre-engagement** | **2. Early engagement** | **3. Pre-research & pre-collection** | **4. Preparing for Research site visit** | | **4.1 Site visit & return from site visit** | **5. During research** | | **6. After research** | |
| **Rough timeline from start to completion** | | | | | | | | | |
| **Activity Area** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | | **Month 5** | **Months 6 - 20** | | **Months 21 & beyond** | |
| **Legal / contractual** | * ID potential locations & partner communities (1.1) * Determine who has appropriate authority to grant permissions (1.2) | * Obtain letter of support from community / partner (3.2.1) * Obtain all required permits from govt and/or communities (3.2.3) * Develop a ‘Project Description’ (2.1) | |  | |  | |  | |  |
| **Ethics** | * Read ARC Ethics Application document (1.4) | * Check existing ethics application and apply for ethics approval if necessary (3.2.2) | |  | |  | |  | |  |
| **Research** |  |  | * Finalise your Research Project Agreement (3.2.4) | * Finalise details of your sample collection (4.4.1) * Finalise details of your research on site (4.4.2) * Finalise preparation details for research in fresh samples (4.4.3) * Download relevant apps on your phone (4.7) * Prepare your bag (4.8) | | * Perform research activities as per your research plan | * Perform activities as per your research plan | | * Discuss future possible collaborations (6.2) | |
| **Cross-cultural competence** | * Complete cultural awareness training (4.2.1) | | | | * Learn the preferred language & terms for botanicals you will be collecting (4.2.3) |  |  | |  | |
|  | * Learn about the people you will be meeting with (4.2.2) |  |  | |  |  | |  | |
| **Relationships & Communication** |  | * Welcome the new Indigenous Research Partner (2.1) | * Send information to the community (3.1) | * Update community about research process (5.1.1) | | * Understand any significant events or occurrences (4.2.3) | * Update community about research process (5.1.1) * Update community with interim research results * Discuss and engage with communities on research outputs – formal and practical application (5.1.3) | | * Communicate final results with communities (6.1) * Discuss future possible collaborations (6.2) | |
| **Other** | * Review ARC Website ‘About’ section (1.3) |  |  | * Complete Travel approvals processes (4.5) * Complete Workplace Health & Safety requirements (4.6) * Complete first aid training (4.3.2) * Complete 4WD training (4.3.3) | | * Daily check=ins with supervisor * Debrief with supervisor on return (4.10.1) * Write & publish blog about your experiences (4.10.2) |  | |  | |

# Appendix 2: Research Project Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Pre-engagement phase** | | | |
| **Tick** | **Item #** | **Title** | **Date complete** |
|  | 1.1 | ID potential locations & partner communities |  |
|  | 1.2 | Determine who has the correct authority to grant permissions |  |
|  | 1.3 | Read ARC Project Description |  |
|  | 1.4 | Read ARC Ethics Application document |  |
| **Early engagement phase** | | | |
|  | 2.1 | Develop Final Draft ‘Project Description’ |  |
|  | 2.1.2 | Schedule an introduction meeting with new Indigenous Partner |  |
|  | 2.1.3 | Develop and Communicate information about yourself and your project |  |
|  | 4.2.1 | Learn about the people you will be meeting with |  |
|  | 4.3.1 | Complete cultural Awareness training |  |
| **Pre-research & pre-collection** | | | |
|  | 3.1 | Send information to the community |  |
|  | 3.2.1 | Obtain letter of support from community / partner |  |
|  | 3.2.2 | Check existing ethics application and apply for ethics approval if necessary |  |
|  | 3.2.3 | Obtain all required permits from govt and/or communities |  |
|  | 3.2.4 | Develop a research project agreement using ‘Model contractual clauses…’ |  |
| **Preparing for Research site visit** | | | |
|  | 4.4.1 | Finalise details of your sample collection |  |
|  | 4.4.2 | Finalise details of your research on site |  |
|  | 4.3.2 | Complete first aid training |  |
|  | 4.3.3 | Complete 4WD training |  |
|  | 4.4.3 | Finalise preparation details for research in fresh samples |  |
|  | 4.5 | Complete Travel approvals processes |  |
|  | 4.6 | Complete Workplace Health & Safety requirements |  |
|  | 4.7 | Download relevant apps on your phone |  |
|  | 4.8 | Prepare your bag |  |
|  | 4.2.2 | Learn the preferred language and terms for botanicals you will be collecting |  |
|  | 5.1.1 | Update the community about the research process |  |
| **Site visit & return from site visit** | | | |
|  | 4.2.3 | Understand any significant events or occurrences |  |
|  | 4.10.1 | Debrief with supervisor on return |  |
|  | 4.10.2 | Write & publish blog about your experiences |  |
|  | - | Perform all research activities & lab-work as per your research plan |  |
|  | - | Daily check-ins with supervisor |  |
| **During research** | | | |
|  | - | Perform all research activities & lab-work as per your research plan |  |
|  | 5.1.1 | Update community about research process |  |
|  | 5.1.2 | Update community with interim research results |  |
|  | 5.1.3 | Discuss and engage with communities on research outputs – formal and practical application |  |
| **After research** | | | |
|  | 6.1 | Communicate final results with communities |  |
|  | 6.2 | Discuss future possible collaborations |  |

# Appendix 3: Mandatory Site Visit Items checklist

|  |  |
| --- | --- |
| **Tick** | **Item** |
| **Personal Safety – Mandatory Items** | |
|  | Sun cream, water resistant, SPF 50+ |
|  | Large Water bottle |
|  | Long pants x 2 |
|  | long sleeved shirt x 2 (lightweight, but needs be made of UV protectant material. Camping stores are great places to find) |
|  | Broad brimmed hat |
|  | Closed in shoes (preferably steel capped as they offer better protection from snake and insect bites) |
|  | Personal first aid kit, to be taken with you in a small backpack when you are walking around |
|  | Satellite phone (if it is identified in the Risk Assessment that your own phone will be out of range) from QAAFI HSF if required |
|  | Insect repellent |
|  | Phone |
|  | Phone charger |
|  | Torch |
|  | Some non-perishable items of food (e.g. muesli bar or two) to be carried when hiking around |
|  | Personal medications |
|  | Journal / notebook or computer for recording daily events / observations/ activities |
|  | Face wipes/hand wipes |
|  |  |
| **Travel items in the Centre travel box** | |
|  | First aid kit |
|  | Insect repellent |
|  | Hydralite rehydration powder |
|  | Tree labels and tape |
|  | Pens and markers |
|  | Buy muesli bars and food items |
|  |  |
| **Research items for collecting samples - Mandatory** | |
|  | Portable steriliser depending on research being conducted |
|  | Ziplock bags for sample collection – large and sandwich size, take a lot |
|  | Marker pens |
|  | If doing botanical samples – botanical sample press, newspapers, labels for plants |
|  | Notebook for writing down any information and research done |
|  | Any items required for research to be done on site |
|  |  |
| **Other - Mandatory** | |
|  | Make an emergency contact list containing contact details for your next of kin and your work supervisors on it. Send this list to your supervisor, print and have copies on you at all times. |
|  | Printed copies of permits and ethics approvals |
|  | Printed Photography Waiver forms |
|  |  |