



Research Policy	
Effective Date	September 1, 2016
Purpose	To outline standards, processes, roles and responsibilities regarding arts research, whether internal to the Canada Council or through partnerships or contracts.
Scope	Employees and Consultants
Responsibility	Director, Research, Evaluation and Performance Measurement
Accountability	Director General, Strategy and Public Affairs
Foremost File No	Governance-110103-13-1
Related Canada Council Policies and Legal Contractual Obligations	Code of Ethics Procurement Policy Delegation of Authority Policy Policy on the Management of Canada Council for the Arts Information Research Application and Undertaking Agreement Evaluation Policy (in development) Granting Policy (in development) Data Standards (in development)
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) CADAC Data Access Policy for Researchers (in development) CADAC Data Access Policy for Arts Service Organizations

1. OBJECTIVE

This policy outlines the Canada Council for the Arts' (the Council) principles, standards, processes, roles and responsibilities that guide its research into the impact and value of the arts.

2. ADMINISTRATIVE RESPONSIBILITY

The Director, Research, Evaluation and Performance Measurement Section: Responsible for all aspects of research, including but not limited to: developing the Canada Council's Research Plan, budget planning, financial and human resources allocations, approving research methodologies and reports, determining publication of reports and undertaking research partnerships. No other research may proceed at the Canada Council without the approval of the Director, Research, Evaluation and Performance Measurement Section.

The Director General, Strategy and Public Affairs: The senior executive accountable for all research planning, activities and budget.

Information Technology and Information Management Services: Accountable for the management of systems which house the data required for research; for the corporate memory, information management and Council's data retention and disposition. Responsible for provisioning and supporting the technology used for research.

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

3. DEFINITIONS

Canadian Arts Data/ Données sur les arts au Canada (CADAC): CADAC is a web-based system that collects the financial and statistical information of arts organizations receiving operating grants from public arts funders. The data is used by member agencies and others. CADAC is managed through a Memorandum of Understanding between member agencies; the Canada Council acts as Host under the current agreement (2014-2017).

Public Consultation: The process of obtaining the opinions or needs of stakeholders or the public to inform policies, programs and initiatives. Formal consultations use social science research methodologies such as surveys, focus groups and interviews.

Data: Facts and statistics that are systematically collected (adapted from Oxford Dictionary definition).

External Data: Information collected by external bodies such as Statistics Canada, or through specific data collection projects (surveys, focus groups, etc.).

Internal Data: Information collected by the Canada Council, from grant applicants and recipients through the Arts Tracking System (ATS), including application forms, budgets, and final report forms in either electronic or hard copy format, Canadian Arts Data/Données sur les arts au Canada (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 Oxford Dictionary definition)

Research Ethics: Moral, neutral and transparent principles that govern the conducting of research

4. POLICY

The Canada Council for the Arts undertakes and commissions research into a variety of subjects related to the arts sector, including 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 Plan and/or Strategic Plan or that is identified by Executive Management and/or the Director and CEO will be supported through the Research, Evaluation and Performance Measurement Section.

4.1 Principles:

Accountability: The Strategy and Public Affairs Division is accountable to the Director and CEO for the research it undertakes and for the resources expended.

Efficiency: The Research, Evaluation and Performance Measurement Section prioritizes the efficient use of its resources and aims to get the most value for its research budget.

Ethics: Research must be undertaken in an ethical manner, in particular with regards to vulnerable populations. Where appropriate, the Research, Evaluation and Performance Measurement Section adapts the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS) standards to its purposes.

Quality: Research must correspond to general research standards and is reliable, neutral, consistent, rigorous and is conducted with integrity.

Relevant: Research must advance the Council's mandate and priorities and be appropriate for the Council's role as a federal Crown Corporation.

Transparency: Research is undertaken in a transparent manner and is made publicly available.

Utility: Research and data are a service to the arts, researchers, academic and policy communities and must be utilization focused.

4.2 Internal Data and Information Standards

The Canada Council collects, validates and analyzes data from a variety of sources, primarily from grant applicants and recipients. The Council works to ensure that the data is neutral, relevant, reliable and of high quality.

Data Standards: the Research, Evaluation and Performance Measurement Section ensures that all data used in research projects or published as corporate information conforms to its Data Standards (*under development*). This includes standards for the retention, archival and disposal of data according to policy.

Data Collection: The primary internal data collection tools are the Arts Tracking System (ATS) and the Canadian Arts Data/Données sur les arts au Canada (CADAC) database. Other sources include: portal, application forms, budgets, final report forms in either electronic or hard copy format, program specific databases (Public Lending Right, Titles) and periodic data collection tools such as surveys. Data collection is done in accordance with the *Privacy Act*.

Data Usage: The extraction of patterns, trends and knowledge from large datasets, using various methods (e.g., descriptive, qualitative, exploratory, confirmatory, predictive) and analytical software.

Data Quality Control: the data cycle includes continuous monitoring, assessment, cleansing and enhancement, validation, and consolidation by Research, Evaluation and Performance Measurement Section in consultation with internal and external key stakeholders.

Data Errors: Should an error be found in any of the Canada Council's publicly released data, the Research, Evaluation and Performance Measurement Section will review the error and, depending on the publication type, either issue a correction or a restatement.

4.3 External Data Sources

The Council relies on a number of external data sources, notably from Statistics Canada. The Research, Evaluation and Performance Measurement Section may purchase data as required for research. Data must respond to the criteria of neutrality, confidentiality, reliability and transparency.

4.4 Consultation Tools

The Canada Council regularly undertakes a wide array of internal and external consultations with stakeholders. Formal consultation tools such as surveys, semi-structured interviews and focus groups are social science research methodologies. When used for public or arts sector consultation, they must conform to the Canada

Council's general research standards and be approved by the Director, Research, Evaluation and Performance Measurement Section.

For any internal and external consultations undertaken by Research, Evaluation and Performance Measurement Section or any other Council's sections, internal survey tools that exists at Council (*Checkbox*) should be used, wherever possible.

4.5 Research Findings and Recommendations

The Canada Council makes a distinction between research findings, which are objective conclusions drawn from the investigation, and recommendations which are judgment-based and are intended to inform policy or program design. Generally, the Council's research is focused on determining findings; conversely, program evaluations are expected to provide recommendations.

4.6 Publication and Disclosure of Research and Data

Publication of Research: The Canada Council operates on the principle that completed arts research reports should be made publicly available on the Council website, in both official languages and, where possible, in accessible formats. The following restricts that principle:

- Research that is incomplete or deemed to have methodological issues and/or erroneous or subjective findings.
- Lengthy or technical research reports that have limited public distribution value. The Canada Council will publish a bilingual Executive Summary.
- 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.

Open Data: The Canada Council's Open Data releases conform to the Government of Canada policies and requirements as outlined in the Directive on Open Government.

External Data Requests: For data which are not available through its open data releases, the Research, Evaluation and Performance Measurement 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. External researchers using Canada 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."

4.7 Research Partnerships

The Canada Council may enter into partnerships, through its Research, Evaluation and Performance Measurement Section or other sections of the Council to advance its research goals and priorities. These partnerships can be monetary or intellectual. Aggregate or publicly available data may be shared with partners. 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*. Partners must acknowledge the Council as the source of the data.

4.8 Arts Sector Research

Arts sector organizations, such as National Arts Service Organizations, undertaking sectoral or disciplinary research are directed to apply through the *Supporting Artistic Practice* grant program.

4.9 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, including consultation tools, must be approved by the Director, Research, Evaluation and Performance Measurement Section, via the POPS system.

4.10 Formal Advisory Bodies

The Research, Evaluation and Performance Measurement Section may convene advisory groups comprised of internal and/or external experts for specific or ongoing research needs. Advisory groups will have Terms of Reference and external advisors may be compensated for their time.

4.11 Canada Council Employees and Independent Research

Canada Council employees may engage in independent, external research outside of their employment functions. Independent research must be disclosed according to the Code of Ethics. 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 Executive Management Committee: August 30, 2016