

**Tōmaiora -  
Māori Health Research Group -  
Guidelines**



**Te Kupenga Hauora Māori  
Faculty of Medical and Health Sciences  
The University of Auckland**

## TABLE OF CONTENTS

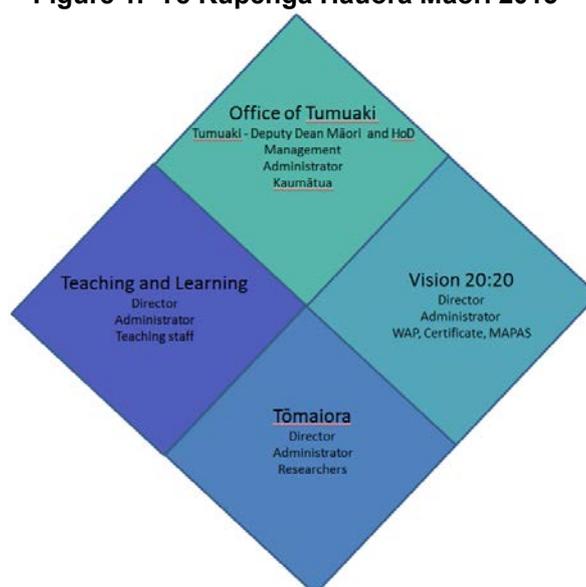
---

	<b>Page Numbers</b>
1.0 Introduction	3
2.0 Kaupapa Māori Theory and Health Research	4
3.0 Defining Researcher Roles and Responsibilities	4
3.1 Roles	4
3.1.1 Tōmaiora Named Investigators	4
3.1.2 Principal Investigators	5
3.1.3 Māori Investigators	5
3.1.4 Non-Māori Investigators	5
3.1.5 Associate Investigators	5
3.1.6 Students	6
3.2 Conflict Resolution	6
4.0 Policies and Processes Pertaining to Data Collection, Analysis and Storage	6
4.1 Ownership of and Responsibilities of Data	6
4.2 Ethnicity Data	7
4.3 Access to Data	7
4.4 Data Analysis: Non-victim/Deficit Theory	7
4.5 Safekeeping of data	8
5.0 Dissemination of Results	8
5.1 Attributing Authorship	8
5.2 Attributing Authorship and Acknowledgement of Significant Contribution to Publication	9
5.3 Standards for Publication	9
6.0 Workforce Development	9
7.0 Procedures	11
8.0 More information	12
9.0 Appendices	12

## 1.0 Introduction

Tōmaiora was established in 1999 as the ‘research arm’ of Te Kupenga Hauora Māori, within the Faculty of Medical and Health Sciences, University of Auckland. As a research group, Tōmaiora sits alongside the three other parts to Te Kupenga Hauora Māori (TKHM) – Teaching and Learning, Vision 20:20 and the Office of the Tumuaki – as shown in Figure 1. Tōmaiora is located within TKHM at the University’s Tamaki campus, Morrin Rd Glen Innes Auckland.

**Figure 1. Te Kupenga Hauora Māori 2013**



In 2013 the Tōmaiora Research Group proposed that Tōmaiora’s vision be ‘**Leadership in Excellent Māori Health Research**’.

- **Leadership** at Tōmaiora is strategic, innovative, critically reflective and responsible
- **Excellence** is demonstrated by critical and rigorous research which is transformative in theory, method and outcomes
- **Māori health research** at Tōmaiora is determined by Kaupapa Māori Theory and encompasses inquiry that is Māori-led, Māori-partnered and Māori-influenced.

The whakatauki for Tōmaiora, ‘*Rapua te mea ngaro*’ meaning ‘*Seek the evidence,*’ was provided by the Kaumatua for Te Kupenga Hauora Māori.

This document is a guide for people who wish to undertake research with, or within, Tōmaiora and TKHM. Examples of its application include orientation to TKHM as employee or student; or potential collaboration between Tōmaiora and external investigators. Key principles covered here are:

- that research undertaken by Tōmaiora is determined by Kaupapa Māori Theory – Section 2
- that researcher roles and responsibilities are clearly defined – Section 3
- a safe process for data collection, analysis and storage exists – Section 4
- that methods for dissemination including authorship are managed – Section 5
- the development of the Māori health research workforce – Section 6

An outline of the procedure for 'Research with Tōmaiora' is presented in Section 7.

For more information visit the [Tōmaiora website](#).

## **2.0 Kaupapa Māori Theory and Health Research**

All research undertaken by Tōmaiora is determined by Kaupapa Māori theory (KMT).

**Principles of KMT for health research include:**

- Placing Māori at the centre of the enquiry
- Setting out to make a positive difference for Māori (Māori benefit positively from research)
- Undertaking research that facilitates good quality of life and well-being including the development of environments which support well-being
- Supporting strategies that prevent and reduce ill-health
- Eliminating inequalities
- Challenging power relationships
- Promoting a critique of victim-blaming and cultural-deficit discourse
- Collecting accurate and quality ethnicity data
- Maintaining high standards
- Fostering safe processes
- Further developing a Māori research methodology that is consistent with the principles of the Treaty of Waitangi

Kaupapa Māori Theory and Research is taught in papers led by Te Kupenga Hauora Māori; and is the subject of current research at Tōmaiora.

Importantly, Kaupapa Māori research will incorporate tangata whenua values, methods and processes in the development of research techniques and dissemination of research findings. The tikanga, kawa, kaupapa of the rohe in which research is undertaken will always be observed and respected by Tōmaiora staff.

## **3.0 Defining Researcher Roles and Responsibilities**

### **3.1 Roles**

Varied researcher roles exist within a research team; and Tōmaiora researchers may lead, be co-investigator or advisor on research. Tōmaiora's expectations for each role are provided here.

#### **3.1.1 *Tōmaiora Named Researchers***

Will maintain the integrity and credibility of the study, uphold scientific and ethical rigour throughout the study and contribute to the scholarly productivity of the study. Researchers within TKHM make up the Tōmaiora Research Group.

### 3.1.2 *Principal Researchers*

Will lead the study and may delegate responsibilities to the named investigators or study staff.

The principal investigators responsibilities include:

- Maintaining the integrity and credibility of the study
- Maintaining scientific and ethical rigour throughout the study
- Ensuring the scholarly productivity of the study
- Maintaining positive relations with stakeholders
- Completing of reporting requirements
- Accounting for funds including monitoring the project budget, reporting on variances and approval of invoices for payment
- Facilitating the regulation, control, and access to and security of the study data
- Liaising with the media with regard to the project
- Reviewing and approving manuscripts for submission for publication
- Employment and supervision of people working on the project
- Consulting and seeking the opinion of the study co-investigators and appropriate advisory groups before making decisions about contentious issue

### 3.1.3 *Māori Researchers (Tōmaiora and external researchers)*

Will ensure the appropriateness and utility of the research process for Māori, be kaitiakitanga of Māori data, review and approve topics for proposed investigations that involve Māori data, review and approve applications for those intending to analyse and interpret Māori data, review and approve the analysis and interpretation of Māori data and comparisons with non-Māori, review and approve any manuscripts involving Māori data prior to submission for publication and determine the dissemination processes for the analysis of results of Māori data.

### 3.1.4 *Non-Māori Researchers (Tōmaiora and external researchers)*

In collaborative projects, non-Māori researchers should seek guidance from Māori researchers on those areas described above (3.1.3). Where there is difficulty reaching a consensus it is expected that non-Māori researchers will acquiesce to Māori researcher expertise in respect to Māori issues.

### 3.1.5 *Associate Investigators*

May or may not have contributed to the study design, methodology development or data collection, but wish to analyse and/or report on the study data. Any additional costs related to an associate investigator's proposed research will not be covered by the Tōmaiora grant and funding will need to be sourced externally.

A proposal to use the study data will be in writing and must include: the applicant's curriculum vitae, a concept paper describing the aims, methods, significance, data requested, and publications planned and details of any projected costs of additional research and how these costs will be met

Such proposals will be reviewed initially by the co-principal investigators and supervising investigator. All other named investigators will be notified of any such proposals and invited to review or comment.

If the proposal is accepted the applicant will need to observe the principles and policies of this document and the Guidelines for Data Release Agreement and agree to abide by them. The applicant will then be allocated a study liaison person who will: be fully involved in planning the applicant's project, the selection and interpretation of data, and the production of report/s, ensure the applicant provides brief three monthly progress reports to the research team on progress in analysis, preparation of articles, reports, or presentations, ensure the applicant provides a copy of all statistical coding used in the analysis in an agreed appropriate format prior to any publication from the work and ensure the applicant (and liaison person) does not have ongoing access to the dataset on completion of the project, and advises the principal named investigators that the dataset has been destroyed or returned to Tōmaiora investigators as directed.

### **3.1.6. *Students***

Students engaging in research with Tōmaiora may do so in a number of different ways. They may be located within Tōmaiora and conducting research under the supervision of Tōmaiora researchers. They may be located within Tōmaiora but have a supervisor(s) who are outside of Tōmaiora. Or they may be located in another department and have a Tōmaiora researcher as a supervisor. It is the responsibility of the supervisor(s) within Tōmaiora to clarify the student's relationship with Tōmaiora and how the student will be supported throughout their research process.

The Tōmaiora Junior and Emerging Researchers program is a collective within Tōmaiora that supports students in terms of conducting Kaupapa Māori research and managing the research process. It is the responsibility of students within Tōmaiora to actively engage with the Tōmaiora Junior and Emerging Researchers program.

## **3.2 Conflict Resolution**

Tōmaiora recognises that issues and disputes may arise and therefore provide the following guidelines.

A project's Principal Investigator(s) is responsible for ensuring the overall conduct of a project. In the first instance any project disputes will be referred to the Principal Investigator(s) for clarification. In the event of an unresolved dispute the Principal Investigator(s) will consult with the Tōmaiora Director. The Tōmaiora Director will facilitate resolution of the dispute; may seek advice from other members of Tōmaiora; and where appropriate seek external advice (eg. members of project advisory groups) in this process. A consensus outcome is preferred. If this is not possible, the Director's decision (including stakeholder views and reasons) is final.

With regard to any dispute involving Māori specific issues the Māori named investigators will inform and seek the advice of the project's Māori advisory group. This advice shall be forwarded to the Principal Investigator(s) and Tōmaiora Director who shall work with the Māori named investigators to resolve the dispute. In collaborative projects where there is difficulty reaching a consensus it is expected that non-Māori researchers will acquiesce to the Māori expertise.

## 4. Policies and Processes for Data Collection, Analysis and Storage

### 4.1 Data ownership and responsibilities for use

All data remains the property of individuals who participated in the research and supplied the data. The Tōmaiora Director and the project's Principal Investigator(s) have responsibility for the safe guardianship and use of the data. There are additional responsibilities to consider with ethnic specific data.

- Māori specific data is the joint responsibility of Principal Investigator(s) and Māori named investigators.
- Pacific data is the joint responsibility of Principal Investigator(s), Pacific named investigators and the Pacific advisory group.
- Any other ethnic specific data will be the responsibility of an advisory group of those ethnic groups.

### 4.2 Ethnicity Data

All research undertaken by Tōmaiora will acknowledge the importance of high quality ethnicity data within collection, recording and output. In the first instance, refer to 'Ethnicity Data Protocols for the Health and Disability Sector'

[http://www.fmhs.auckland.ac.nz/faculty/research/\\_docs/maori/ethnicity-data-protocols.pdf](http://www.fmhs.auckland.ac.nz/faculty/research/_docs/maori/ethnicity-data-protocols.pdf)

### 4.3 Data access

The research group may approve access to the data by other suitably qualified researchers, clinicians, teaching staff or health services. The process is set out for Associate Investigators in Section 3.1.5 of this document. Approval for access to data will require adherence to policies outlined in Tōmaiora Guidelines.

### 4.4 Data analysis: Non-victim/deficit theory

Tōmaiora acknowledges the importance of the broader socio-political context in shaping health beliefs, risks, behaviours and practices. As such, research undertaken by Tōmaiora will acknowledge the wider determinants and root causes of health. In practice this means avoiding an exclusive focus on individual behaviours and risk factors, and ensuring a comprehensive analysis of structural and systemic factors such as colonisation and institutional racism.

Research questions, data analysis and presentation of research findings will adhere to the following principles:

- Priority will be given to research questions that have the potential to produce benefits for Māori.
- Inequalities between population groups will not be attributed to inherent biological or genetic differences, or to differences in health-related behaviours, unless sound empirical evidence exists to support those associations in the populations being compared.

- Where biological or behavioural risk factors can be shown to contribute to disparities, the researchers have a responsibility to analyse underlying social, economic, political and environmental conditions that may be responsible for patterning these factors.
- Where inequalities are identified, the researchers will examine the role of privilege rather than framing the findings exclusively in terms of disadvantage.
- Presentation of research findings (in reports, publications and presentations, etc) will avoid a deficit focus.
- Where associations between genetic or cultural/behavioural factors and health outcomes have been demonstrated, these findings will be presented in the context of more upstream factors. Research in which Tōmaiora is involved will avoid essentialism, which can be defined as a process by which “particular groups come to be described in terms of fundamental, immutable characteristics”.<sup>1</sup> Explanations for inequalities will draw attention to complexity in the distribution of characteristics between populations.

#### **4.5 Data Security**

All data shall be kept in a secure place during all stages of data collection, analysis and storage after project completion. The manner in which the data is stored will be consistent with the relevant Ethic Committee requirements.

### **5. Dissemination of Results**

Tōmaiora encourages the dissemination of results of high quality research but believes that researchers must do this responsibly and with an awareness of the consequences of any such dissemination in the wider media. Māori investigators must review and approve any manuscripts involving Māori data prior to the dissemination processes. Tangata whenua values, methods and processes are necessary aspects to dissemination.

#### **5.1 Authorship and Publication**

Authorship is an acknowledgment of significant contribution to the publications of Tōmaiora. Tōmaiora wishes to ensure authors are appropriately acknowledged and are aware of the responsibilities which authorship brings.

In order to ensure appropriate analyses are undertaken and the safety of study participants all proposed analyses and all papers and reports prepared for publication must be submitted to a project’s Principal Investigator(s) for approval by Tōmaiora. This process will also ensure that all Tōmaiora members have the opportunity to contribute and be authors on project publications.

In cases of large funded project reports the Tōmaiora will be the author for the project’s primary publications. Subsequent reports and scientific papers submitted for publication will generally have authors listed by name. In these cases the researcher who leads the work resulting in the submission of the work for publication will usually write the first draft of the manuscript and be the first author. All authors must meet the criteria for co-authorship. It is the responsibility of the first author and a project’s Principal Investigator(s) to discuss authorship with all co-authors

in the initial stages of a papers' preparation. Any disputes will be referred to the Tōmaiora Director for facilitation of resolution.

The Tōmaiora Research Centre upholds the international accepted Vancouver convention for authorship which emphasises that authorship credit will be based only on substantial contribution.

#### 5.1.1 *Attributing Authorship*

Vancouver Criteria: Every opportunity of authorship should be offered to all members of Tōmaiora who assist with the research project. Where authorship is not available to a project participant or employee of Tōmaiora, this should be made explicit and the implications explained to the person concerned. Once the process has been completed, a note will be made in the research notes.

Following the criteria for the determination of authorship the acknowledgment of authorship should be agreed taking into account the level of contribution to the outcome of the research, the role and contribution to developing the research topic and the role and contribution to conceptualising research findings.

#### 5.1.2 *Attributing Authorship and Acknowledgement of Significant Contribution to Publication*

Order of naming: This should be decided on the level of contribution to the overall publication and if the contribution of all the authors is the same, mutual agreement on the order of naming is preferable. If an order cannot be agreed, either alphabetical naming order or assignment by random order is recommended.

Acknowledgment of contributors: Contributors should be recognised for their role in the publication. Their acknowledgment should be brief and outline their name and role. The format for acknowledgment will be determined by the policy of the publication. In circumstances where there is no stated policy other than a word limit, a note should be made to the editor of the publication that it is the policy of Tōmaiora that contributors are acknowledged where they meet Tōmaiora authorship policy.

Acknowledgment of host institution(s), founders and supporters: Tōmaiora always acknowledges Te Kupenga Hauora Māori, The University of Auckland. Where funding or substantial support is gained for the work leading to publication, the source(s) should also be acknowledged.

#### 5.1.3 *Standards for Publication*

Appropriately high standards for all published material will be maintained.

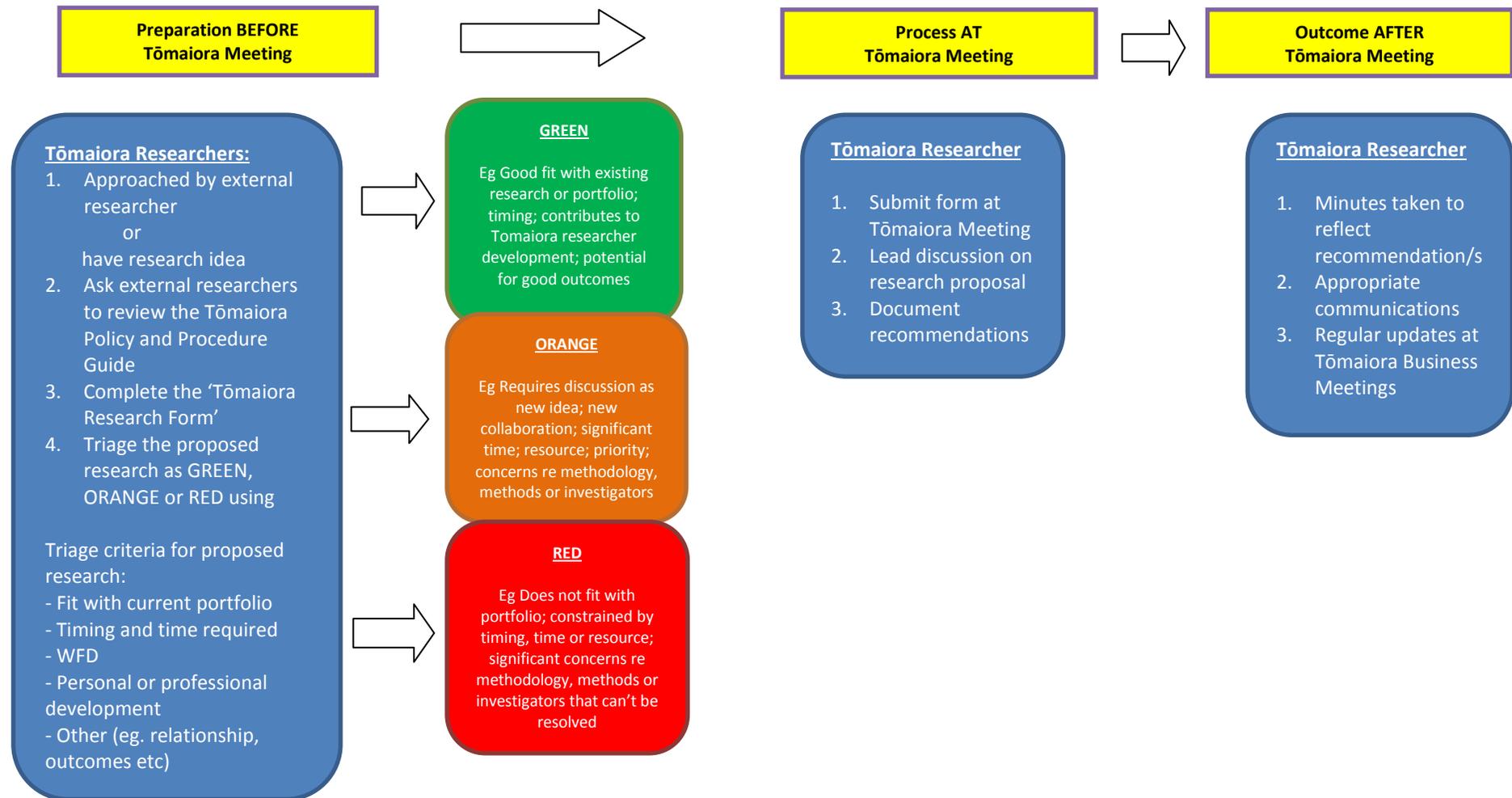
## **6. Tōmaiora Workforce Development**

Two key goals for Tōmaiora are the development of Kaupapa Māori research skills in active researchers, and the development of the Māori health research workforce. Opportunities that support researchers to learn and apply Kaupapa Māori theory include formal teachings (see

<https://www.fmhs.auckland.ac.nz/en/faculty/for/future-postgraduates/postgraduate-study-options/subjects/maori-health.html>) and collaborative research projects. Tōmaiora also supports Māori health research workforce development through the supervision of student research (from summer projects through to postdoctoral fellowships) and specific 'Junior and Emerging Researcher' activities.

## 7. Outline of Process 'Working with Tōmaiora

All research and applications to be undertaken in or with Tōmaiora will be considered at the monthly Tōmaiora Business Meeting, as outlined below.



**8. More information**

For more information, please visit the website, or speak with the Director for Tōmaiora, or the Research Manager at TKHM.

**9. Appendices**

**Appendix 1 – Forms for Research Proposals**