Research Ethics Approval Form for Projects Involving Human Participants at Huron University College

(Revised: June 2018; April 2019)

SECTION 1: Project Information		
Project Title		
Principal Investigator(s)		
Department		
Email Address		
Anticipated Project Dates	Start Date	
	End Date	

Signature of PI attesting that:

1. All investigators have reviewed the contents of this approval form and are in agreement with its contents as submitted;
2. All investigators are familiar with the TCPS 2 (2014) *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and have completed the TCPS 2: Core Tutorial, and agree to abide by the guidelines therein;
3. All investigators have reviewed the **Policy and Procedures for Research Ethics Approval of Projects Involving Human Participants at Huron University College**;
4. All investigators will adhere to the project and forms as approved by the REB;
5. The PI will notify the REB of any changes or adverse events/experiences in a timely manner;
6. The PI will submit **Annual Project Review or Termination Report** documentation.

Type your name and date of submission below to represent your signature on this application.

Name	
Date	

1.1 List all Co-Investigators and Collaborators, providing Name, Title/Position, and Role. The PI is responsible for ensuring that all individuals listed below will adhere to the project and forms as approved by the REB.

1.2 Is this a multi-centered study? YES or NO.	
If YES, provide name and contact information for the PI of the entire study:	
1.3 Did this project receive REB approval from another institution? If YES, please attach documentation.	
1.4 Has funding been received or applied for to support this study? YES or NO.	
If YES, provide the name of the funding opportunity (e.g. SSHRC Insight Grant; FASS Research Fund) and indicate whether the funding has been awarded.	

SECTION 2: Project Description

In order to assess the study's ethical implications and weigh the risks and benefits, the REB needs to understand the study's overall rationale, including a brief summary of any relevant theory or research, and the details of your method (that is, what you intend to do during the data collection process).

2.1 Description. Provide a brief summary of the objectives of the study, giving an indication of its scholarly contribution. Include references for up to 5 sources.

2.2 Is this a sequel to previously approved research? If so, please provide REB number and briefly explain the differences between the previous and current studies.
2.3 Method. Describe in detail how your study will proceed, with particular attention to what participants will be asked to do at each stage of the research. Avoid discipline-specific jargon.
2.4 Analysis. Briefly describe how the data will be analyzed.

SECTION 3: Specific Ethical Research Issues	
Answer YES or NO to each of the following questions. If the answer to any of the questions is YES, use the space below to clearly and concisely justify your use of the procedure.	
3.1 Will any form of active deception be used in the conduct of your study?	
3.2 Will any form of coercion be used in the conduct of the study?	
3.3 Will participants be exposed to any physical harm, mental stress, or be asked to commit such acts that might diminish their self-respect?	
3.4 Will participants be asked any sensitive personal questions?	
3.5 Will participants be recruited from among vulnerable populations? *(See TCPS 2 (2014) Article 4.7)*	
*If the answer to <u>all</u> of the questions is NO, your project may qualify for delegated review (see **HUC REB Policy and Procedures** and TCPS 2 (2014) Article 6.12).*	

SECTION 4: Research Involving Indigenous Communities

Before completing this section, researchers are expected to be familiar with the Huron University College Statement of Principles on Research Involving Indigenous Communities, and TCPS 2 (2014) Ch. 9. The questions in this section are intended not as a checklist, but to provide space for the researcher to reflect and elaborate specifically on key issues relating to research involving Indigenous communities. Additional documentation may be attached as necessary. Researchers completing this section should note that other sections on this form, and supporting documentation such as Letter of Information and Consent forms, should be modified as appropriate to the particular community context elaborated here.

4.1 Does the proposed research involve Indigenous persons or communities? If NO, please skip to Section 5. If YES, please elaborate.

4.2 Discuss the engagement between the researcher and the community. In what ways has the researcher consulted with the community regarding the research project—its viability, procedures, etc.? Has community consent been received?

4.3 Has the researcher sought community advice on relevant research ethics procedures beyond TCPS 2, Chapter 9? (e.g. Urban Aboriginal Research Charter). Has a specific research agreement been reached?

4.4 Discuss community-specific protocols for the conduct of the research project, and dissemination findings, and control of research data.

SECTION 5: Research Participants

See TCPS 2 (2014) Ch. 4 & Ch. 9 for relevant guidance for this section.

5.1 Describe the participants who will be recruited and from whom personal information will be collected (e.g. age, special characteristics, etc.). Discuss inclusion and exclusion criteria.

5.2 Describe the size of the group from which participants will be recruited, the total number needed for the research, and the minimum needed for the research to succeed.
5.3 If participants belong to a group for whom additional consent must be sought (e.g. in the case of minors) please describe from whom information will be obtained and what it will include.
5.4 If participants belong to a group that has been traditionally marginalized please describe the steps you will take to ensure protection of and respect for the group

SECTION 6: Participant Recruitment	
See TCPS 2 (2014) Ch. 10 & Ch. 11 for relevant guidance for this section.	
6.1 Please describe how and from where the participants will be recruited.	
6.2 Attach copies of all materials used for recruitment purposes (e.g., posters, advertisements, Participant Pool notice, letters, emails, oral scripts, telephone scripts, listserv postings, etc.).	
6.3 If applicable, attach letter(s) of permission from organizations where research is to take place.	
6.4 If young children are involved as participants, attach a copy of the proposed oral statement ("script") to be used to invite their participation, worded at their level of understanding.	

SECTION 7: Informed Consent

See TCPS 2 (2014) Ch. 3 and templates for Consent Form, Letter of Information, and Debriefing Statement for relevant guidance for this section.
7.1 Attach your proposed letter of information and consent form. If your participants are under 16 years of age, or a captive or dependent population of any age, a parent or guardian must sign the consent form. If written consent cannot be obtained from participants in this study, please provide justification in the space below.
7.2 Attach your proposed debriefing statement. In the space below, briefly outline the steps by which participants will be able to withdraw their data from the study.
7.3 Does the design of the study require *third-party information* (e.g. from employers, caseworkers, family members, teachers, or any official records such as court or school records)? If so, use the space below to justify the use of such data. The consent form must explicitly refer to the intention to obtain such information and signature by the participant must clearly give permission to obtain such information.

SECTION 8: Compensation of Participants	
8.1 Will participants be rewarded or compensated financially or otherwise for participation? If YES, provide details and justification below.	

SECTION 9: Risks and Benefits
See TCPS 2 (2014) Ch. 2 for relevant guidance for this section.
9.1 List any special risks or inconveniences (physical or psychological) that could result from participation in this study or from publication of its results. Demonstrate how you intend to eliminate or at least minimize such risks.
9.2 Describe the benefits to the participants as a result of participation in this study. There may be no direct benefit to the participant but there should always be indirect or societal benefits. Explain how such benefits outweigh any risks identified above.

SECTION 10: Confidentiality
See TCPS 2 (2014) Ch. 5 for relevant guidance for this section.
10.1 Specify what procedures you will enact to ensure the confidentiality and anonymity of the participants of the study.
10.2 Specify what procedures you will enact to ensure the storage and eventual disposal of raw data and the anonymity and un-identifiability of individual participants in the publication or other release of the study's findings.

SECTION 11: Checklist of Attachments	
	Proposed LETTER OF INFORMATION including information letter to Parents or Guardians, if applicable (see template).
	Proposed Informed CONSENT FORM (see template).
	Proposed DEBRIEFING STATEMENT (see template).
	Proposed recruitment materials (e.g. posters, advertisements, participant pool notice, emails, oral scripts, listserv postings, etc.)
	Proposed data collection instruments (e.g. tests, interview questions, surveys. Note that surveys must be attached in the format to be used by participant. If electronic survey such as Qualtrics, Survey Monkey etc. are used, include a link to the survey or include a PDF version of the survey flow).
	Other, as applicable.