**Protocol Number:** Admin staff will assign this number



# **Application for Research Ethics Board (REB) Review**

# *For Proposed Research Involving Human Participants*

**Research Project Title:** Click here to enter Research Project title.

**Name of Principal Investigator (PI):** Click here to enter name of principal investigator.

**Title:** Click here to enter title.

**Division/Faculty/Campus:** Click here to enter division/faculty/campus.

**Telephone:** Click here to enter telephone number.

**E-Mail:** Click here to enter email.

**Project Location:** Click here to enter project location.

**Project Start Date:** Click here to enter project start date.

**Data Gathering Start Date:** Click here to enter data gathering start date.

**Project End Date:** Click here to enter project end date.

**Funding Source (if any):** Click here to enter funding source if any.

**Key Contact Person information *(if different from PI)*:** Click here to enter key contact person information if different from principal investigator.

**Title:** Click here to enter title.

**Division/Faculty/Campus:** Click here to enter division/faculty/campus.

**Institution:** Click here to enter institution.

**Telephone:** Click here to enter telephone number.

**E-Mail:** Click here to enter email.

**Is this a multi-institutional study? If so, identify the related institutions:**

| Click here to enter text. |
| --- |

**Signature of** **Principal Investigator.**

**Name of Academic Supervisor/Mentor, if applicable**

(in cases of educational certification, e.g. Thesis/Dissertation Supervisor)

Name: Signature:

Name of Institution:

**Is the Department Manager aware of this submission?**

Yes  No

**Has this research project been reviewed by any Research Ethics Board or Research Approval Body?** (*If yes, please attach copies of the decision).*

Yes  No

**If there is a sponsoring organization, please indicate the organization and a contact person:**

Sponsoring organization: Click here to enter sponsoring organization.

Contact person: Click here to enter contact person.

Address: Click here to enter address.

Phone: Click here to enter telephone number.

E-mail: Click here to enter email.

Nature of sponsorship: Click here to enter nature of sponsorship.

**Please list names and affiliations of co-investigators involved in conducting the research.**

Name: Click here to enter name.

Affiliation: Click here to enter affiliation.

Name: Click here to enter name.

Affiliation: Click here to enter affiliation.

Name: Click here to enter name.

Affiliation: Click here to enter affiliation.

Name: Click here to enter name.

Affiliation: Click here to enter affiliation.

Name: Click here to enter name.

Affiliation: Click here to enter affiliation.

Name: Click here to enter name.

Affiliation: Click here to enter affiliation.

*(Please use additional pages if there are more persons involved in conducting the research.)***Protocol Checklist**

These questions are designed to collect information about potential problems of an ethical nature that could arise with the proposed research project.

| Protocol Checklist Questions | Yes Column. | No Column. |
| --- | --- | --- |
| 1. Will the participants in your study be **UNAWARE** that they are participants? | Yes | No |
| 1. Will information about the participants be obtained from sources other than the participants themselves? | Yes | No |
| 1. Are you or members of your research team in positions of power vis-à-vis the participants (e.g., teacher, supervisor, etc.)? If yes, clarify the position of power and how it will be addressed in Question #5, below. | Yes | No |
| 1. Is any inducement or coercion being used to obtain the participants’ participation? | Yes | No |
| 1. Do participants identify themselves by name directly, or by other means that allows you or anyone else to identify data with specific participants? If yes, indicate how confidentiality will be maintained. What precautions are to be taken in storing data and in its eventual destruction and/or disposition? | Yes | No |
| 1. If participants are identifiable by name, do you intend to recruit them for future studies? If yes, indicate why this is necessary and how you plan to recruit these participants for future studies. | Yes | No |
| 1. Could dissemination of findings compromise confidentiality? | Yes | No |
| 1. Does the study involve physical or emotional stress, or the participant's expectation thereof, such as might result from conditions in the study design? | Yes | No |
| 1. Is there any threat to the personal safety of participants? | Yes | No |
| 1. Is deception involved (i.e., will participants be intentionally misled about the purpose of the study, their own performance, or other features of the study)? | Yes | No |
| 1. Is there a possibility that in the course of data collection that you might discover information on sensitive matters related to abuse or violence against vulnerable persons? | Yes | No |

| Protocol Checklist Questions | Minimal  Risk column. | More than minimal risk column. |
| --- | --- | --- |
| 1. In my judgment this project involves (check one):  *The definition of minimal risk is “. . . that the risks of harm anticipated in the proposed research are not greater nor more likely, considering probability and magnitude, than those ordinarily encountered in life, including those encountered during the performance of routine physical or psychological examinations or tests.”* | Minimal  Risk. | More than minimal risk. |

**Required Information about the Research Protocol**

Each application for ethics approval should include the following information and be presented in the following order, using these headings:

1. **Summary of Project:** In the text box below, provide a detailed but concise outline of the background and **purpose** of the study. Please include key references and indication of literature review.

| Click here to enter text. |
| --- |

1. **Methodology:** In the text box below, provide a detailed but concise outline of the methodology of the study describing precisely the procedures in which participants will be asked to participate.

Note: If you are proposing to manipulate instructional methods on current students that could impact final grades in a course or program, please comment on the following considerations:

* Participants must still be fully informed and invited to participate; participation cannot be a course requirement.
* All participants must be allowed to benefit from the proposed instructional method, so that there is no disparity between students based on the study manipulation alone.
* The risk due to the study manipulation can be further minimized if the course assessment attached to it corresponds to a minimal percentage of their final course mark.

| Click here to enter text. |
| --- |

Are any of the following procedures or methods involved in this study? Check all that apply.

Questionnaire (via mail)

Questionnaire (email/web)

Questionnaire (in person)

Interview(s) (telephone)

Interview(s) (in person)

Secondary Data

Computer-administered tasks

Focus groups

Journals

Audio-video taping (specify)

Observations

Non-invasive physical measurement (e.g., exercise, heart rate, blood pressure)

Other (specify)

| If other is selected provide details here. |
| --- |

1. **Research Instruments:** Attach copies of **all** materials (e.g., questionnaires, tests, interview schedules, recruitment material, etc.) to be given to participants and/or third parties.
2. **Study Participants:**

* In the text box below, describe the number of participants, and *how they will be recruited* for this study.
* Are there any special characteristics of the participants that make them especially vulnerable or require extra measures?

| Click here to enter text. |
| --- |

1. **Free and Informed Consent**:Please insert brief comments in the textbox beside each point below AND attach your Free and Informed Consent Letter as an appendix to this application.

**NOTE**:

The following statement must be present at the bottom of the Free and Informed Consent Letter:

***We strive to ensure the confidentiality of your research-related records. Absolute confidentiality cannot be guaranteed, as we may be required by law to disclose certain information to relevant authorities.***

(At Fanshawe College it is required that there will be full disclosure to the participants of the nature of the research, unless the research design requires that certain elements of the research not be provided to participants and the Research Ethics Board is satisfied that no harm would accrue to the participants).

* How will prospective participants be contacted?

| Click here to enter text. |
| --- |

* What procedures will be in place to inform prospective participants that they do not have to participate?

| Click here to enter text. |
| --- |

* When and how will the purpose and nature of the research, the anticipated benefits, inconveniences, risks to the participant, and the tasks to be performed by the participant be explained to the participants?

| Click here to enter text. |
| --- |

* How will consent be obtained, and how may it be withdrawn? (Participants must be advised that they may withdraw at any time.)

| Click here to enter text. |
| --- |

* Will the participants be under any kind of pressure to consent?

| Click here to enter text. |
| --- |

* Is consent coerced, constrained, or unduly induced?

| Click here to enter text. |
| --- |

* If the participant is not competent or eligible to give consent, how will consent be obtained and from whom?

| Click here to enter text. |
| --- |

* Will consent **in writing** be obtained?

| Click here to enter text. |
| --- |

* If written consent is not to be obtained, indicate why not and the manner by which participants’ consent (verbally) or assent to participate in the study will be obtained.

| Click here to enter text. |
| --- |

* If confidential records will be consulted, indicate the nature of the records, and how participants’ consent is to be obtained.

| Click here to enter text. |
| --- |

\*Are you or members of your research team in positions of power vis-à-vis the participants (e.g., teacher, supervisor, etc.)? If yes, clarify the position of power and how it will be addressed.

| Click here to enter text. |
| --- |

1. **Deception:** Deception refers to the deliberate withholding of essential information or the provision of deliberately misleading information about the research or its purposes. If the research involves deception, the researcher must provide detailed information on the extent and nature of deception and why the research could not be conducted without it. This description must be sufficient to justify a waiver of informed consent.

| Click here to enter text. |
| --- |

1. **Feedback/Debriefing:** Describe the feedback that will be given to participants about the research after they have completed their participation.

* How will the feedback be provided and by whom?
* If feedback will not be given, please explain why feedback is not planned.
* If deception is employed, debriefing is mandatory.
* Describe in detail the nature of the post-deception feedback, and when and how it will be given.

| Click here to enter text. |
| --- |

1. **Risks:** Is any physical or psychological harm or jeopardy to social position likely to result from participation in the project? If yes, describe the risks involved and what you will do to alleviate the harm.

| Click here to enter text. |
| --- |

1. **Benefits:** What are the counterbalancing benefits of this project?

| Click here to enter text. |
| --- |

1. **Privacy and Confidentiality**

*It is the responsibility of the principle investigator (you) to ensure confidentially of personal data collected has the appropriate level of security/encryption in transit and/or at rest. Security levels are to match data sensitivity*

***Confidentiality****:* Information revealed by participants that holds the expectation of privacy. This means that all data collected will not be shared with anyone except the researchers listed on this application.

***Privacy*** *(anonymity of data)*: Information revealed by participants will not have any distinctive character or recognition factor, such that information can be matched (even by the researcher) to individual participants. Any information collected using audio-taping, video recording, or interview cannot be considered anonymous. Please note that this refers to the anonymity of the data itself and not the reporting of results.

* Given the definitions above, describe the procedures for preserving privacy and confidentiality.
* If confidentiality is not an issue in this research, please explain why.
* Will confidential records be consulted? If yes, indicate what precautions will be taken to ensure participants’ confidentiality.
* How will the data be stored to ensure confidentiality?
* How will individual data be guarded against misuse by a third party?
* When and how will the data be destroyed?

| Click here to enter text. |
| --- |

**Note**: if using a survey tool, the following statement must be included.

*“Please note that the online survey tool [****insert survey tool here****] is housed in [****insert location****]. If you choose to participate and the survey tool is not Canadian, you understand all measures for confidentiality will be followed; however, access to data is subject to the host country’s laws, which may allow third parties to access records of data service providers.”*

1. **Compensation:** Will participants be compensated for their participation? (Compensation may reasonably provide participants with assistance to defray the costs associated with study participation.).

| Click here to enter text. |
| --- |

1. **Conflicts of interest:** Are there any actual, apparent or potential conflicts of interest? Provide all details.

| Click here to enter text. |
| --- |

1. **Use and reporting of results and findings.** What will the primary use be of the results of the research? Who will own the data? How will the research results be disseminated?

| Click here to enter text. |
| --- |

**Additional Areas of Concern**

Please note that additional ethical issues may need to be addressed in the conduct of projects in some sensitive areas. Some examples of such areas are: a) research on cultures, countries, and ethnic groups different from one’s own, b) research on captive and dependent populations, c) research on children; and d) projects on sensitive topics, such as participants’ sexuality, finance, employer-employee relationships, and other sensitive matters. If your research involves such sensitive areas, please elaborate on the research design, the protocols for confidentiality, and other the methods to manage the sensitivity.

| Click here to enter text. |
| --- |

**Attestation**

I agree to abide by the ethical guidelines and procedures of Fanshawe College, of the *Tri-Council Policy Statement*, of my profession or discipline, as well as of any other institution in which the research is undertaken.

I am aware of my responsibility to be familiar with these standards.

I further agree to **notify the ethics office** of **any change** inthe **methodology** or **status** of the research project and to comply with requests made by the ethics office during the life of this research.

Signature of the Principal Researcher:

Date:

**Review your submission according to this checklist.**

All contact information requested on the first and second page completed in legible format (typed or printed).

Signatures of the principal researcher on the first and last page of the submission form.

Answers to all the basic questions and details provided where necessary.

One-page summary of the research project.

Detailed information requested in this Research Protocol Submission Form in legible format (typed or printed). Alternatively, this could be provided on separate sheets coded to the number and heading of each item.

One (1) signed hard copy or electronic copy of the Research Protocol application and all additional sheets.

Research instruments: one (1) hard copy or electronic copy of all instruments and other supplementary material to be given to participants.

Copy of this checklist.

**Submission Instructions**

One (1) **signed**, copy of the completed application and supporting documentation should be sent either by hard copy to:

Attention: Wanda Anderson

The Fanshawe College Research Ethics Board

c/o Centre for Research and Innovation (CRI)

Fanshawe College, Room K1024

1001 Fanshawe College Blvd.

London, ON, Canada N5Y 5R6

Or by email to***:***

Wanda Anderson, Research Ethics Board Coordinator:[***w\_anderson10@fanshawec.ca***](mailto:w_anderson10@fanshawec.ca)

**Application Deadlines and Additional Information**

The application must be received by CRI a minimum of **ten (10) days prior** **to the next scheduled Research Ethics Board meeting** in order to be considered for review. Protocols submitted after this deadline will not be reviewed until the next meeting cycle. Additionally, the applicant (researcher) should ensure that the application is complete according to the checklist, and that all documents (in quantities specified when multiple copies are requested) are included in the application package.

Due to unforeseen circumstance, it may not always be possible to adhere to the 10-day submission timeline. Individual circumstances will need to be taken into consideration if faced with a late submission. When in doubt, consult with the Chair, Research Ethics Board.

**NOTE: Incomplete applications will not be reviewed until all required documents are received.**