Departmental Research Ethics Committee Review Application

# Contact Information

## Applicant Information

Name: Type info here

Department/Faculty: Type info here

E-mail Address: Type info here

Phone (optional): Type info here

## Supervisor/Instructor Information

Name: Type info here

Department/Faculty: Type info here

E-mail Address: Type info here

Phone: Type info here

Course Number: Type info here

## Co-Applicant(s) Information

Name: Type info here

E-mail Address: Type info here

# Project Information

Full title of research project: Type info here

Proposed start date: Type info here

Proposed completion date: Type info here

Provide a succinct summary of the purpose, objectives and aims of the research. Describe your research methodology/design.

Type info here

Outline the specific procedures or activities including the human participants. Exactly what will the participant(s) be asked to do?

Type info here

How long will it take for the participants to complete the procedures or activities?

Type info here

Will participants be asked to repeat this or any other procedure at a future date as a result of participating in this project?

Yes

No

Who will be collecting the data from participants?

Type info here

How will the data be collected and recorded?

Type info here

Where will data collection take place?

Type info here

# Participant Recruitment

How many participants will be involved in this study?

Type info here

Describe the potential participants in this research indicating gender, age range, location, and any other special characteristics.

Type info here

How and by whom will the prospective participants be identified? Attach a copy of any advertisement, poster or letter used for recruitment to this form. NOTE: Even if another person or agency is doing the recruitment, you must provide the REB with a copy of all recruitment materials.

Type info here

# Free and Informed Consent

How will informed consent be obtained? Attach a copy of your consent form/information letter.

Type info here

A signed consent form is often used, but there are situations when it is not required or appropriate. If a signed consent form is not being used, please explain why it is not appropriate and an alternative method for documenting consent.

Type info here

## Deception and Concealment

Is any deception (the act of deliberately misleading participants) or concealment (the act of keeping information from participants without deceiving them) necessitated by the study’s design? If yes, describe and justify its use. Attach a copy of the debriefing statement to be used immediately afterward.

If yes, explain here

## Information from Third Parties

Does the study’s design require that information about the participants be sought from a third party or any other source (e.g., employer, case worker, family member, teacher, official records or files)?

Yes

No

If yes, explain here

NOTE: If an Information Letter/Consent Form(s) is used, it must refer to the intended use of such information, and written authorization for access to it must be secured. Where appropriate, Consent Forms from the third parties themselves should also be secured.

# Risks and Benefits

## Risks

The proposed project should be considered minimal risk. Minimal risk is defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in aspects of their everyday life that relate to the research. Higher than minimal risk research is reviewed by the Research Ethics Board.

I confirm the project described in this application is minimal risk.

Are there any physical risks regarding this research (e.g., exercise leading to muscle damage)?

Type info here

Are there any potential social risks regarding this research (e.g., loss of privacy, loss of status, loss of reputation)?

Type info here

Are there any potential psychological or emotional risks regarding this research (e.g., feeling demeaned, distressed, embarrassed, worried, upset, loss of self-confidence, regret over the revelation of personal information, disruption of family routine, long waits, boredom, revelation of personal information)?

Type info here

If participants in this study are members of the organization being studied (e.g., employees of the company, members of a club, etc.), are there any repercussions by participating or not participating in this research?

Type info here

What are your plans to minimize the above identified risks?

Type info here

## Benefits

What are the likely benefits of the research to the researcher(s), the participants, the research community and society at large that would justify asking people to participate?

Type info here

Explain why these benefits outweigh any risks.

Type info here

# Privacy and Confidentiality

If it is necessary to protect the identity of participants during the conduct of the research, how will this be done?

Type info here

If applicable, how will individual participants remain anonymous and unidentifiable in the publication and other release of study findings?

Type info here

Describe how you will ensure confidentiality of all data or information collected from participants.

Type info here

Who will have access to the data collected from participants?

Type info here

How long will the data be retained? If appropriate, describe how the data will be disposed of and who will be responsible for the disposal of the data.

Type info here

Use of Quotations: If you would like to use quotations in any write-ups or presentations, participants must be told in the information letter/informed consent statement (or orally as the case may be) that quotations may be so used. Participants must also be told whether or not any quotations could allow them to be identified. Note that information other than names and addresses may identify participants. You might consider in some cases informing participants that they will be able to vet any quotations before they are used in write-ups or presentations and that they may participate without being quoted.

Are you using quotations from any of the participants’ responses?

Yes

No (if no, continue to section 7)

Will participants be identifiable in these quotations? If not, how will you ensure this?

Yes

No

If no, explain here

Can participants consent to taking part in the project as a whole but not having their quotations used in the final report? If so, you might want to consider a separate line on the consent statement relating directly to the use of quotations.

Yes

No

# Compensation of Participants

Will participants be rewarded or compensated, financially or otherwise?

Yes

No (if no, continue to section 8)

Please provide details of and justification for the compensation being offered.

Type info here

# Conflict of Interest

A conflict of interest may arise when activities or situations place an individual or institution in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests. Conflicts of interest must be assessed when conducting research, as they may jeopardize the integrity of the research and the protection offered to participants. Failure to disclose and manage conflicts may impede the informed and autonomous choices of individuals to participate in research. Prospective participants need to know about real, potential or perceived conflicts of interest in order to make an informed decision about whether to participate. It is preferable to avoid or prevent being in a position of conflict of interest. When it is not possible to avoid a conflict of interest, then it shall be disclosed to the appropriate people and steps shall be taken to minimize or manage the conflict. In some cases, the conflict cannot be managed and the researcher may need to abandon one of the interests in conflict. When necessary, researchers may have to manage a conflict of interest either by disclosing it to participants or by removing themselves from the research. (TCPS 2, Ch. 7)

Some examples of real, perceived or potential conflicts of interest:

* Dual Roles: A researcher can have multiple roles (e.g., acting as a researcher and therapist, health care provider, caregiver, teacher, advisor, consultant, supervisor, student, employee, or employer). This may create conflicts, undue influence, power imbalances, or coercion that could affect decision-making procedures (i.e., consent). This can include researchers asking friends or family members to participate in their research project.
* Financial: Researchers may sometimes receive monetary benefits from conducting research, such as financial gain from positive results.
* Use of professional or personal contacts for recruitment: If employees of a company are being asked to take part in the study about that company by their immediate supervisor, employees could feel undue influence or pressure to agree to take part in the study.

Please describe any conflict(s) of interest (actual, perceived, or potential) that you or anyone else associated with this project have relating to this project. You may refer to the [University's conflict of interest policy](https://www.wlu.ca/about/governance/assets/resources/8.1-conflict-of-interest-policy.html) and [Chapter 7 of the TCPS 2](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter7-chapitre7.html).

Please also describe your proposed management plan for mitigating the conflicts (e.g., how and when you will disclose that conflict to your participants during the free and informed consent process, how you will ensure there is no undue influence or pressure on the potential participants to agree to take part in the study etc.).

Type info here

# Ethical Training of the Researcher(s)

Researchers are responsible for ensuring that all individuals associated with this project know and comply with all the University's guidelines for ethical research. Outline below the measures planned (or already taken) to conduct or confirm the ethical training of all such personnel involved with this project.

Type info here

# Feedback to Participants

Will participants be debriefed after their participation?

Yes (if yes, provide a copy of the debriefing statement)

No

Will feedback regarding the study’s findings be provided to the participants?

Yes

No

If participants will receive feedback, explain how the participants will receive the information.

Type info here

Will any other agencies/organizations receive a report regarding the study’s findings?

Type info here

# Checklist of Attachments

Informed Consent Form (required)

Interview Questions, Questionnaire, or Other Instruments (required)

Recruitment Material e.g., email, script, social media post, poster (required)

TCPS2 Tutorial Certificates for all project team members (required)

Debriefing Statement (if applicable)

Consent Form for Agency (if applicable)

Graduate Approval Letter (if applicable)

Other Attachments (if applicable)

Type details for other attachments here

# Checklist for Departmental REC Review

The Instructor responsible for the supervision of an undergraduate course-based research project must complete and sign this form in order to submit a project for review to a Departmental Research Ethics Committee (REC). I attest that the proposed project meets all of the following criteria:

The course-based research activity has a primarily pedagogical purpose (i.e., not undergraduate theses or equivalent research projects such as directed studies and major research papers). Such pedagogical activities are normally required of students with the objective of providing them with exposure to research methods in their field of study. Examples include asking students to interview individuals to collect data to be used in a course assignment, or to practice interviewing techniques.

The supervisor will not be using the data as a part of their own research program and data will not be used outside of the course.

The research activities are considered minimal risk. Minimal risk is defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in the aspects of their everyday life that relate to the research. Types of risk may include physical, psychological/emotional, and social. Examples of research topics and procedures that may be considered higher than minimal risk include:

* + Ingestion, tasting, smelling, application of a substance that pose any health risk
  + answering questions related to sexual or physical abuse, as well as self harm and suicidal thoughts or actions
  + providing medical/health information or clinical diagnoses (e.g., depression, anxiety) particularly if associated with identifiers
  + reporting on illegal activities

The research does not aim to recruit Indigenous Peoples (including First Nations, Inuit and Métis peoples of Canada), use Indigenous identity or membership to an Indigenous community as a variable for analysis, or meet other criteria that would require Indigenous community engagement.

The research does not involve individuals, groups, or populations in vulnerable circumstances. This includes individuals who lack decision-making capacity (e.g., children, those living with cognitive impairments, persons who are not able to legally consent to participate in research).

If any of the above criteria are not met, the project must be submitted to the University Research Ethics Board (REB). Review by the REB requires a submission of a different application through the online ethics management system, Romeo. Please see [Research Ethics Board Review](https://students.wlu.ca/academics/research/human-research/research-ethics-board-review.html) for more information. Researchers and/or RECs should consult the [REB](mailto:reb@wlu.ca) if it is unclear whether or not a project meets all of the above criteria or if there are any questions or concerns about a research project prior to completing this form. In cases where instructors of graduate courses with research activities believe their projects can be reviewed by the REC, they can request more information from the [REB](mailto:REB@wlu.ca).

I have read the attached ethics application and reviewed the scholarly methods of the research project. I attest that they are sound and appropriate and that all necessary program reviews have taken place. I confirm that I have collected all the TCPS 2 certificates from all students listed below.

Instructor’s signature: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Enter today's date here

# Student Declaration

We, the students listed below, confirm that we were instructed on how to conduct research involving human participants by the Course Instructor and that we adhered to the methods listed in the approved protocol(s). We understand our responsibilities regarding obtaining free, informed, and ongoing consent from participants. We also understand and will uphold our responsibilities regarding the privacy, confidentiality and/or anonymity of participants as listed in the approved protocol(s).

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