**REB - Application for Ethics Review (NEW)**

**Project Info.**

**File No:** Ref No : -1

**Project Title:**

**Principal Investigator:**  ()

**Start Date:**

**End Date:**

**Keywords:**

**Project Team Info.**

**Principal Investigator**

**Prefix:**

**Last Name:**

**First Name:**

**Affiliation:**

**Position:**

**Email:**

**Phone1:**

**Phone2:**

**Fax:**

**Primary Address:**

**Institution:**

**Country:**

**Comments:**

**Common Questions**

**1. 1. Declaration**

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| **#** | **Question** | **Answer** |
| 1.1  | I verify that: •I have reviewed this research project and believe it to be methodologically sound and complies with the professional ethical standards and guidelines of my discipline. •the information contained in this application is accurate. •the conduct of the proposed research will not commence until ethical approval/clearance has been granted. •I will seek approval from the REB for any changes to this application  |  |
| 1.2  | I verify that I, and all members of my research team, have successfully completed the MOST RECENT Tri-Council Policy Statement (TCPS) on Research Ethics online tutorial for myself and all named researchers on this application (or their country’s equivalent in the case of international research). |  |

**2. 2. Project Summary**

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| **#** | **Question** | **Answer** |
| 2.1  | Summarize the research proposal including purpose, hypothesis and/or research questions, and potential benefits. Please keep it short & concise. Limit 300 words. Do not cut and paste directly from the study proposal.  |  |
| 2.2  | Provide an overview of the research population, methods and/or procedures, Please keep your summary short & concise. Do not cut and paste directly from the study proposal. (no more than 500 words). |  |
| 2.3  | If this project is being funded, describe the agency funding the project and the duration of the funding. |  |
| 2.4  | Is there a conflict of interest, real or perceived, for any research team members with respect to their relationship to potential research participants? If “YES”, please explain the nature of the conflict and the steps you are taking to mitigate it. |  |
| 2.5  | Other Approvals: please describe any other REB approval you, or your team, has from other institutions and attach all relevant REB documents under the "Attachments" tab.  |  |
| 2.6  | Explain role of team members in research project |  |

**3. 3. Research involving student participation**

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| **#** | **Question** | **Answer** |
| 3.1  | Will the research occur online or in-class? |  |
| 3.2  | How much class time will be used for research purposes? |  |
| 3.3  | Copy the description of the research project to be included in the syllabus.  |  |
| 3.4  | Will students’ class activities, assignments, exam papers/ grades be used as research data?.  |  |

**4. 4. Conflict of Interest**

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| **#** | **Question** | **Answer** |
| 4.1  | Are the researcher(s), members of the research team, and/or their partners or immediate family members in a situation in which they have or could be perceived to have a personal interest in connection with this study that conflicts with or could conflict with their obligations to the participants, their institution or where applicable to the sponsor?  |  |
| 4.2  | Do any of the researchers conducting this study occupy more than one role with respect to potential participants (e.g. acting as both a researcher and a therapist, health care provider, instructor/professor, caregiver, teacher, advisor, consultant, supervisor, manager, student, or employer, etc.) that may create a real, potential, or perceived conflict of interest that could affect the integrity of the research? |  |
| 4.3  | Please explain how you propose to manage any actual, perceived, or potential Conflict of Interest outlined above. |  |

**5. 5. Risk, Risk Mitigation and Benefits**

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| **#** | **Question** | **Answer** |
| 5.1  | Provide an explanation of the level of overall risk (minimal risk, moderate, high) you would assign to this research project. Include details of any potential risks to researchers as well. |  |
| 5.2  | Please describe the potential risks for the proposed research for participants and how each will be mitigated. Please provide justification for all potential risks involved. |  |
| 5.3  | If your study has the potential to upset participants, or identify distressed or disturbed individuals, you must make arrangements to mitigate such effects.  |  |
| 5.4  | What, if any, discomfort or perceived degree of undue influence or coercion are the participants likely to endure as a result of the research study? |  |
| 5.5  | Benefits: Specify the benefits to the participants. |  |
| 5.6  | Impacts on Community: If your research involves an identified group or "community," outline the likely impacts of the research on the community. |  |
| 5.7  | Does your research involve the collection of genetic information from participants? If so, please provide an attachment of your genetic information management plan.  |  |

**6. 6. Participant Recruitment**

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| **#** | **Question** | **Answer** |
| 6.1  | What is the expected number of total participants? |  |
| 6.2  | Inclusion criteria |  |
| 6.3  | Exclusion Criteria |  |
| 6.4  | Provide a detailed description of the steps you will use to recruit participants. If using online recruitment, specify which sites, social media platforms etc. Please note whether the online recruitment will occur from personal accounts or an organizational, lab, etc. account. |  |
| 6.5  | Outline any plans for providing feedback on the findings or results of the research to participants. |  |

**7. 7. Data Collection**

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| **#** | **Question** | **Answer** |
| 7.1  | How will the data be collected? Who will collect the data? |  |
| 7.2  | Where will the project be conducted? If this is online research, please add the software/platforms that will be used. |  |
| 7.3  | How much time will be required of participants? |  |
| 7.4  | Describe in a step-by-step manner what the researcher will be doing with participants, after they have been recruited and consented. |  |
| 7.5  | Will you be Analyzing Secondary Data (i.e., data originally collected for a purpose other than the current research purpose)? |  |
| 7.6  | Reimbursements, Compensation and incentives: Describe any reimbursement for expenses (e.g., meals, parking, medications) or payments/gifts-in-kind (e.g., honoraria, gifts, prizes, credits) to be offered to participants.  |  |
| 7.7  | Will images be used in disseminating results? If yes, please include release to use participant images in consent materials. |  |

**8. 8. Informed Consent**

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| **#** | **Question** | **Answer** |
| 8.1  | Obtaining Consent: Include details of where and when consent will be obtained and how it will be documented. |  |
| 8.2  | Will the group of participants have the capacity to give informed consent on their own? If no, explain in the next question below. |  |
| 8.3  | Provide details of the nature of the incapacity (e.g. age, physical condition). Who will consent on their behalf?. What measures will be used to inform and obtain consent on their behalf?  |  |
| 8.4  | Deception/Partial-Disclosure - Will participants be informed of everything that will be required of them prior to the research? Yes/No. If no, please explain.  |  |
| 8.5  | If no deception is used, skip this question: Are participants to be debriefed at the end of the research project? If yes, explain how it will be done. Please attach the debrief form(s).  |  |
| 8.6  | In some circumstances, a written consent form may not be appropriate. Researchers wishing to obtain alternative consent should describe the means of obtaining and documenting consent. |  |
| 8.7  | How and when are the participants informed of the right to withdraw? What procedures will be followed for participants who wish to withdraw at any point during and after the study? Please explain. Include any limits to withdrawal. |  |

**9. 9. Research involving Indigenous participants or m ...**

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| **#** | **Question** | **Answer** |
| 9.1  | Are participants considered members of a (potentially) vulnerable group? If yes provide details. |  |
| 9.2  | Does this research focus on Indigenous peoples, communities, or organizations? If yes, provide details below. |  |
| 9.3  | Does the research seek input from participants regarding a community’s cultural heritage, artifacts, traditional knowledge or unique characteristics? If yes, provide details. |  |
| 9.4  | If yes to the above 2 questions, have you initiated or do you intend to initiate an engagement process with the Indigenous collective, community or communities for this study?  |  |

**10. 10. Data Security and Confidentiality**

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| **#** | **Question** | **Answer** |
| 10.1  | Data security during the study: How will data be stored (e.g. computerized files, hard copy, videotape, audio recordings, personal electronic communications device, other)?  |  |
| 10.2  | Who will have access to the data? How will those who have access to the data be made aware of their responsibilities concerning privacy and confidentiality?  |  |
| 10.3  | Protection of Personal Information: Describe how the identity of research participants will be protected both during and after the research study, including how participants will be identified on data collection forms. |  |
| 10.4  | Will any data be transferred (made available) to persons or agencies outside of KPU? If yes, describe in detail what identifiable information will be released, to whom, how the data will be transferred, how and where it will be stored and what safeguards will be used to protect the identity of participants and the privacy of their data.  |  |
| 10.5  | If there are limits to confidentiality due to the methods (e.g., group interview or use of web applications), sample size or legal requirements (e.g., reporting child abuse) so that you cannot guarantee confidentiality, explain in detail what the limits are and how you will disclose them to the participants. |  |
| 10.6  | Please explain in detail your plan for the storage and disposal of records/data. Please specify data retention and destruction methods for all data types to ensure confidentiality. |  |
| 10.7  | Future use of data: Describe any known future use of the data beyond the conclusion of this research project. Indicate whether participant consent will be obtained in the current consent procedure or the participant will be contacted later to obtain consent. Either possibility must be described in the consent process. If consent is to be obtained now, the future use of the data must be described in full to the participant and included with the current application.  |  |
| 10.8  | Open access: If you intend to make your research data publicly available, please explain the nature of the data that will be publicly available (e.g. de-identified). To the consent form, please add: -A statement about the potential for future use and what that means in the context of the research to the consent form -A statement indicating that once the data are made publicly available, the participant will not be able to withdraw their data.  |  |

**11. 11. Additional Information**

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| **#** | **Question** | **Answer** |
| 11.1  | Provide any additional information you may wish to provide in this area, including any further detail about your project or additional attachments you may be including with your application. |  |