

Sample REB Application Language for Community Partners

The following are some possible statements for inclusion in a Research Ethics Board application. Please be advised that these are simply examples, and a full elucidation of your project, with respect to Research Ethics, should be considered.

Project: The purpose of this research project is to examine and understand _____ [topic]. This study will focus on _____ and the specific _____ factors related to _____. This research is important because _____. It will be used for _____ [purpose, i.e. grant application].

Translation: The staff at _____ know the clientele well and have a long history in the community. Similarly, they engage with clients who speak a variety of languages on a daily basis. While we do not know how many different languages we may experience, we will rely on the knowledge, sensitivity and expertise of the staff at the community organization when it comes to any necessary language translations, or cultural norms.

Ability to handle possible **Harms:** The staff on-hand at the agency are familiar with the clientele and can intervene if someone is getting upset. They are also aware of the best resources for support and counselling in the region, and we trust their ability to best support their clients in this regard. The students are sensitive to issues of hardship and will be told to look for signs of distress.

Conflict of Interest: The staff at the agency are not seeking to gain any clients through this work, but participants who are in need of services are not denied any service. Consent form: Your access to services is not affected by decision to participate.

Guidelines for recruiting: Choice should not bias gender, class, ability, or ethnic distinctions. Only adults (over age 19).

Recruitment: The staff at _____ know the clientele well and have an idea about who might be good candidates for both the survey and focus group. The staff will let them know the following when they are asking people if they would be interested: “We are interested in learning more about _____. You can help us figure that out by answering either a 10-minute survey or a 40-minute discussion group. The survey and discussion group will be run by students from _____ University and this project is in collaboration with the _____. You are invited to participate in this research project because _____ [suitable candidate]. It is entirely your choice if you want to be in the study or not. If you don’t want to be in the study, you will still get all of the same services you now get from the organizations that you visit. There is no financial compensation for this study, however your participation greatly contributes to an understanding of community needs.

Sample Focus Group **Script:** Thank you for taking the time to join us for this discussion group. We are interested in learning more about _____. You can help us figure that out by taking part in this group discussion. We would like to remind everyone that we cannot guarantee that your answers are confidential because of the number of people taking part, so please consider that as you provide your answers. We ask that you respect the privacy of those in this group and please do not share the information from the

focus group with others. Your participation in this group is completely voluntary, you may ask questions at any time, and you are able to leave at any point. If you are distressed by any of the questions, please see one of the researchers or a staff person at the organization. We have about 10 questions and we expect the discussion to take between 30-40 minutes. Thank you for participating in this discussion group. If you wish to have any of your information omitted from the final notes please let one of the researchers know either through email, or by connecting with them or a staff person anytime either right after this group, or anytime in the upcoming month. If you have any further questions about the study feel free to contact us at _____

Consent Form Language: Your involvement in this research study is voluntary. You have the right to skip any questions that you do not wish to answer, and you can withdraw from the study at any time. Your access to services at this agency is not affected by your decision to participate. You have not waived any right to legal recourse in the event of research-related harm. This study is confidential and voluntary. As the survey takes place in a public area, there is a chance of being overheard. Please let the student researcher know if you want to complete the survey in a more private area. The information will be stored at _____. If you have questions, would like to withdraw your answers, or would like to learn the findings in the study, please contact _____

Data Storage: Focus groups will be audio-recorded by use of a password protected phone, then downloaded onto a password protected computer. Once on the computer the recording will be deleted off of the phone. The audio recording will then be transcribed, with all names changed, and the transcriptions will be stored on the same password protected computer. _____ [who] will have access to the raw data stored on a password protected computer. The signed consent forms will be stored in a locked file cabinet in _____. Raw data will be destroyed by _____ [date]. Provide contact info.