Research Ethics Committee Application Form

Please complete the form and ensure that you have approval from your supervisor before you submit it to the Research Ethics Committee. **You must have approval from the Research Ethics Committee BEFORE you begin your research**. Answer every question. If a question does not apply to your protocol, write "Not Applicable".

Date:	Student Signature:

ACADEMIC SUPERVISOR(S)	COURSE	PHONE # /EXT	E-MAIL

Date:	Academic Supervisor's Signature:

TITLE OF RESEARCH PROJECT:

Expected starting date:	Expected completion date:

FUNDING OF THE RESEARCH PROJECT:

If the research will be funded by direct or in-kind support by any person or organization outside of the researcher, what is the source of funding and what expectations, expressed or implicit, may arise from the funding**?**

DISSEMINATION OF RESEARCH RESULTS:

Describe how the research results will be disseminated (thesis, project or research paper available through library, conference presentation, publication in conference proceedings, peer-reviewed or non-peer reviewed publications, research report to participant or participating organizations, or other).

1. SUMMARY OF PROPOSED RESEARCH

a) Briefly state the purpose of the research and the research questions.

b) Describe the research method(s) to be used and what participants will be asked to do. Append a copy of questionnaire(s) or test instrument(s).

(This cell will expand)

Do any of the procedures involve contact with the body (e.g. touching, attachment to instruments, collection of specimens)?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

Does the study involve the administration of any substance?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

2. PARTICIPANTS INVOLVED IN THE RESEARCH

a) Describe the main characteristics of participants - age range, sex, institutional affiliation or where located.

(this cell will expand)

b) Describe how participants are to be recruited and number needed. Attach recruitment notice or letter, if applicable.

(this cell will expand)

c) Describe the relationship between the investigator(s) and the participants (e.g. student peers, my club group, employees/employer, relatives, no relationship).

(this cell will expand)

d) Will participants be compensated for their participation? If so, how?

(this cell will expand)

3. ESTIMATE OF THE RISKS OF THE PROPOSED RESEARCH

a) Is there any physical risk to participants?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

b) Is there any psychological risk to participants? (Might a subject feel demeaned, embarrassed, worried or upset? Could participants be fatigued or stressed?)	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

c) Is there any social risk to the participants? (Possible loss of status, privacy and/or reputation?)	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

d) Do you see any chance that participant might be harmed in any way?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

e) Is any deception involved?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

f) Are the risks different to those encountered by the participants in everyday life?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

g) Are there any risks or potential for harm to the researcher(s)?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

If the answer is **YES** to any of the questions under section 3, please explain why alternative approaches involving less risk cannot be used. Procedures for reversing reversible harm should be stated. Use the appropriate paragraph letter(s) as header(s).

(this cell will expand)

4. ESTIMATE OF THE BENEFITS OF THE PROPOSED RESEARCH

What are the likely benefits to the researcher, the participants, the research community, and/or society that would justify asking people to participate? See examples for an appropriate answer:

Researcher:

Researcher: increase understanding of research methods and cognition;

Subjects:

Participants: no direct benefit, although I will be available to answer questions about memory;

Research community:

Research community: the study may provide insights into how memory changes with age; or none, because I will be replicating a well-known phenomenon;

Society:

Society: better understanding of memory may lead to effective memory training programs; or none, because I will be replicating a well-known phenomenon.

5. PLAN FOR OBTAINING INFORMED CONSENT

a) Are the participants minors, physically or cognitively impaired or for other reasons not competent to consent? If so describe the alternate source of consent.	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

b) Does the research target a specific ethnic or cultural group(s)? Please indicate which groups below.	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

(this cell will expand)

c) Do participants have the right to withdraw at any time during the research project? If no, explain below.	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

(this cell will expand)

d) **Attach** a description of the verbal explanation to be given to participants before they are asked to consent to participation.

e) **Attach** any consent form (see instructions). If there will not be a consent form, explain why not.

(this cell will expand)

f) Briefly describe how and when participants will be informed of this right?

(this cell will expand)

g) What procedures will be followed for participants who wish to withdraw at any point during the study?

(this cell will expand)

e.g., the procedure will be stopped immediately; participants will be thanked and debriefed; any questions or concerns will be addressed; participants will/will not receive the same compensation as if they had completed the procedure; data collected up to that point will/will not be destroyed.

6. STEPS TO BE TAKEN TO ENSURE CONFIDENTIALITY OF DATA

a) Will the data be treated as confidential?	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

If yes, explain the steps that will be taken to ensure confidentiality of the data (e.g. participants' names will not be recorded; participants will be referred to by initials or other code). If no, explain why and how participants' agreement will be obtained.

(this cell will expand)

b) If the data are not anonymous, where will the data be stored, how will it be secured, how long will it be kept, and who will supervise access to the data?

(this cell will expand)

7. DEBRIEFING OF SUBJECTS

a) Will participants be debriefed fully at the end of the research project? If yes, explain how this will be done. If no, explain why not.	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

If the participants are interested in the results of the study, will these be available? If yes, explain how.	Y: __ N: __

Type an "X" besides the appropriate letter (Y=YES, N=NO)

(this cell will expand)

In submitting this form, I certify that the information provided accurately describes how the research will be conducted.

Student:

Student Supervisor/ Professor:

Faculty Supervisor / Dean or Chair: