**REC-P Application Form**

**Research Ethics Committee Psychology for**

**Psychology Course-based Student Research**

Complete all sections. If a question doesn’t apply to your project, clearly explain why not. Ensure your supervisor signs the form. Submit this application and all supporting documents as separate files through the *St. Lawrence College Research Ethics Committee for Psychology Application Webform*.

## 2024REC-\_\_\_\_

Name of student researcher

# Click here to enter your name.

Student email, phone number, and address (including postal code)

Click here to enter your student email.

Click here to enter your phone number.

Click here to enter your home address.

Name of SLC faculty supervisor

# Click here to enter your supervisor’s name.

Course name

PSYC45DG Applied Thesis II

Title of study

Click here to enter the title of the study.

Does another Research Ethics Board (REB) need to approve this project?

[ ]  YES [ ]  NO

Click here to specify the REB.

Click here to select a date.

# STUDY PURPOSE AND RESEARCH QUESTION

a) What is the purpose of the study?

Click here to enter the purpose of the study.

b) What is the research question?

Click here to enter the research question.

c) Describe the existing research literature to provide a rationale supporting the study’s aims and objectives. Use citations.

Maximum 250 words.

Describe how prior research supports the justification for conducting this study. Max. 250 words.

# PARTICIPANT POPULATION

a) Describe your participant population.

For example, the number of participants, key demographic information, unique characteristics, and inclusion and exclusion criteria.

Click here to enter a detailed description of the research participants, including inclusion and exclusion.

b) Provide a detailed overview of the recruitment procedure, including all steps involved.

For example, who will recruit participants, and when, how, and where will they be recruited?

Click here to enter a description of when, how, and where participants will be recruited and a description of who will recruit them.

# INTERVENTION PROCEDURES

a) Provide a detailed depiction of the study or intervention procedures that participants will engage in. Be highly detailed, outlining all session topics, potential activities, and participation requirements such as attendance or completion of assigned tasks.

Click here to enter a detailed description of the tasks the participants will complete.

b) Describe the frequency, duration and where the intervention will occur.

For example, “twice a week for 2 hours and 6 weeks,” “twenty minutes for an online survey,” “at the agency,” “the participant’s home,” and “online.”

Click here to enter a detailed description of each task’s location, frequency and duration.

# DATA COLLECTION AND ANALYSIS

a) What tools will you use to collect the data? Who created the measure? Describe the usage rights of the measure.

Attach a sample of the questionnaire or other data collection instruments.

Click here to enter the title/name of any tools used to collect the data.

b) What type of data will be collected?

Click here to enter a description of the collected data type.

c) What is your plan for analyzing the data?

Click here to enter a plan for analyzing the data.

# PRIVACY, CONFIDENTIALITY, DATA STORAGE AND RETENTION

Key information: Privacy concerns protecting a participant’s personal information, while confidentiality concerns protecting their trust in your promises.

a) Will you collect any identifiers? What steps will you take to protect privacy?

For example, describe the process of de-identifying or using a code sheet.

Click here to enter how you will protect participants’ privacy and, if you collect identifiers, what steps you will take to protect privacy.

b) Where will the data be collected? Who will have access to the data? How will you protect your hard copy and electronic data from confidentiality breaches? Where will your data be stored?

For example, in a locked filing cabinet, password-protected computer, and password-protected file.

Click here to describe how you will store the data you collect, who will have access to it, and how you will protect it.

c) How long do you plan to retain your data? Why?

Note: 7 months if you present only at the Poster Gala. Identify how long you will retain the data if you present outside of SLC at external conferences.

Click here to describe how long you plan to retain the data. Be specific about why you maintain it, such as when presenting at SLC and external conferences.

d) How will you store consent forms?

For example, consent forms are stored for 10 years or 10 years past the participant’s 18th birthday for children. Hard-copy consent forms are usually held at SLC. If your placement agency opts to store consent forms at the agency, verify the specific procedure with your supervisor.

Click here to enter consent form storage procedures; they should only be stored in one location.

# RISKS AND BENEFITS

a) What are the benefits for participants in your project? Do not overstate the benefits.

Click here to enter a description of the benefits to your study participants.

b) What are the risks to participants?

For example, physical, emotional, and social harm

Click here to enter a description of the risks to the study participants.

c) What procedures are in place if participants react adversely to the intervention?

Click here to enter a description of the procedures you have in place in the case of an adverse reaction to the intervention.

d) Are there risks to you? If applicable, how will you ensure your safety during the research?

Click here to enter a description of risks to the researchers and how you will ensure your safety.

# CONSENT AND ASSENT

a) How will you obtain consent?

Click here to explain the procedures by which you will gain consent.

b) How will you guarantee participants’ free and informed consent and ensure that participants may withdraw at any time without penalty?

Click here to enter a description of how you will guarantee participants’ free and informed consent.

c) Describe how participants can request to remove their data and the timeframe.

Attention: participants cannot request to remove the data if it is anonymous.

Click here to enter a description of how participants might withdraw from the study.

d) If the participant cannot consent, describe how you will ensure assent.

For example, include the assent script if a participant has a substitute consent giver.

Click here to describe assent if the participant is a minor or has a substitute consent giver.

# RESULTS DISSEMINATION

Describe how you plan to disseminate the results of your study.

For example, where, to whom, and how will you share the results? Will you share with participants, will the thesis be published at the SLC library, will you present at the Poster Gala or other conferences, etc.?

Click here to enter a description of where, to whom, and how you will share the study results.

# DATES AND SIGNATURES

Estimated start date:

Click to select a start date.

End Date:

End of the winter semester.

SIGNATURES

Student Researcher signature:



 **DATE:** Click to enter a date—update for each revision.

**SLC Faculty Supervisor signature:**



 **DATE:** Click to enter a date—update for each revision.