Research Ethics Board

Application for Ethical Review

Application Number:

Date of submission:

Send completed applications with all supporting documents to:

St. Lawrence College Research Ethics Board: REB@sl.on.ca

Completed applications that pose greater than a minimal risk to participants and, thus, require full board review are to be submitted electronically at least two weeks prior to REB meetings. Meetings are held on the 3rd Friday of each month.

SECTION A - GENERAL INFORMATION

1. **RESEARCH PROJECT TITLE**

2. **a) Has any other REB approved this project?** ◯ **Yes** ◯ **No**

If yes, please provide the name of the REB(s) and a copy of the approval letter.

b) Does your research project involve exclusively SLC-Laurentian University students as participants?

◯ **Yes** ◯ **No**

c) Will any other REB be asked for approval? ◯ **Yes** ◯ **No**

If yes, please provide the name of the REB and a copy of the approval letter when you receive it.

3. **PROJECT START AND END DATES:**

Estimated start date: Estimated end date:

4. **PRINCIPAL INVESTIGATOR INFORMATION**

Title: **Name:**

School:

Campus: ☐ Brockville ☐ Cornwall ☐ Kingston ☐ **N/A**

Mailing Address:

Telephone:

Email:

5. CO-INVESTIGATOR ☐ **N/A**

Title: **Name:**

School:

Campus: ☐ Brockville ☐ Cornwall ☐ Kingston

Mailing Address:

Telephone:

Email:

6. RESEARCH TEAM

Please list the names (and affiliations) of all other persons (not listed above) on the research team that have access to identifiable participant's data.

Name **Affiliation**

7. PROJECT LOCATION

Campus: ☐ Brockville ☐ Cornwall ☐ Kingston

Other (specify site):

8. FUNDING OF THE PROJECT

Is this project funded? ◯ **Yes** ◯ **No**

If yes, list the sponsor, name of grant or award, and the contact person(s).

Sponsoring Organization:

Award or Grant:

Contact person(s):

Mailing Address:

Telephone:

E-mail:

SECTION B - SUMMARY OF THE PROPOSED RESEARCH

9. PURPOSE & RELEVANCE

10. METHODOLOGY

Please describe all procedures to be used; the data to be gathered, where and how it will be obtained and analyzed.

11. DOCUMENT LIST

Please list all supporting documentation accompanying this application as appendices (e.g., Appendix A – Survey). Include copy of all posters, advertisements, flyers, letters, e-mail text, or telephone scripts to be used for recruitment. This copy should be exactly as it will appear for recruitment.

12. Are there any actual, apparent or potential conflicts of interest?

Will anyone affiliated with this project, by work or by family, receive any personal benefit as a result of this study?

◯ Yes ◯ No

If yes, please provide all details:

13. In your best judgment, this project involves (please check one):

◯ **Minimal risk** ◯ **More than minimal risk**

The SLC REB definition of minimal risk is, "that the risks of harm anticipated in the proposed research are not greater nor more likely, considering probability and magnitude, than those ordinarily encountered in life, including those encountered during the performance of routine physical or psychological examinations or tests".

SECTION C - RECRUITMENT & INFORMED CONSENT

St. Lawrence College Research Ethics Board Policy: Ethical Research Involving Human Participants states: "Respect for human dignity entails high ethical obligations towards persons whose diminished competence and/or decision-making capacities make them vulnerable. Children, institutionalized persons, or others who are made vulnerable due to their situation or circumstances are entitled, on grounds of human dignity, caring, solidarity, and fairness, to special protection against abuse, exploitation or discrimination."

14. PARTICIPANTS

Describe your participant population: number, age, unique characteristics, inclusion and exclusion criteria, and how, by whom, and from where participants will be recruited.

15. When and how will the purpose of the research, the anticipated benefits, inconveniences, risks to the participant and the tasks to be performed by the participants be explained?

16. What procedures will be in place to inform prospective participants they do not have to participate?
Full disclosure to the participants about the nature of the research is required, unless the research design requires that certain elements of the research not be provided and that the REB is satisfied that no harm would come to participants.

17. How will consent be obtained? ☐ **N/A**

18. If written consent is not obtained, indicate why not?

19. How will participants be informed about the process for withdrawing from the study?

20. Are participants able to withdraw their data from the study?

21. Might your participants be in a position whereby either their situation or circumstances may make them especially vulnerable or require extra measures for protection of their rights?

Yes ◯ No ◯

If yes, please provide all details on how you will mitigate any identified risks.

22. Does the study involve participants who lack the capacity or legally cannot consent?

Yes ◯ No ◯

If yes, please provide all details:

23. Will the participants be under any kind of pressure to consent?

Yes ◯ No ◯

If yes, please provide all details:

24. Are you or members of your research team in positions of power with the participants?
(e.g., - teacher, supervisor, practitioner)

Yes ◯ No ◯

If yes, please clarify. How will this be addressed?

25. Are there any risks (real or potential) to participants or their community that can be anticipated because of participating in your project? ☐ **N/A**

☐ physical harm

☐ psychological or emotional stress

☐ threat to personal safety

☐ jeopardy to social position

☐ economic harm

☐ other

If you have identified a risk, describe the risks involved and what you will do to mitigate the harm. What are the counterbalancing benefits?

26. Will participants be reimbursed for out-of-pocket expenses, or compensated for their time, or given a token gift or incentive for participation?

Yes ◯ No ◯

If yes, please provide all details:

27. Additional ethical issues may need to be addressed in projects in sensitive areas. Some examples:

- **i.** *research on cultures, countries, and ethnic groups different from one's own,*
- **ii.** *research on captive and dependent populations,*
- **iii.** *research on children; and*
- **iv.** *projects on sensitive topics, such as sexuality, finance, employer-employee relationships, and other sensitive matters.*

If research involves such sensitive areas, please elaborate on the research design, the protocols for confidentiality, and other methods to manage the sensitivity.

28. DECEPTION

Deception refers to the deliberate withholding of essential information or the previewing of deliberately misleading information about the research or its purposes. If the research involves deception, the researcher must provide detailed information on the extent and nature of the deception including the extent and nature, and why the research could not be conducted without it.

a) Is deception involved?

Yes ◯ No ◯

If yes, please provide all details:

b) Will the participants in your study be unaware that they are participants?

Yes ◯ No ◯

If yes, please provide all details:

c) If deception is employed, debriefing is mandatory. Describe in detail the nature of the debriefing, when and how it will be given. ☐ **N/A**

d) Will information about the participants be obtained from sources other than directly from the participants themselves?

Yes ◯ No ◯

If yes, please list sources:

SECTION D - CONFIDENTIALITY & PRIVACY

29. Describe the procedures for preserving privacy and confidentiality during data collection, retention, and reporting.

If privacy and confidentiality are not an issue in this research, **please explain why.**

30. POSSIBLE IDENTIFICATION OF PARTICIPANTS

a) Do participants identify themselves by name or by any other means that allow you or anyone else to identify them in your data or reports?

Yes ◯ No ◯

If yes, please explain:

b) If participants are identifiable by name, do you intend to recruit them for future studies?

Yes ◯ No ◯ N/A ◯

If yes, indicate why this is necessary and how you plan to recruit for future studies?

c) How will individual data be guarded against misuse by a third party?

d) Could dissemination of findings compromise confidentiality?

Yes ◯ No ◯

If yes, please explain whether participants will be informed of this possibility during the consent process.

31. Will confidential records be consulted?

Yes ◯ No ◯

If yes, indicate what precautions will be taken to ensure participants' confidentiality.

32. Is there a possibility that in the course of data collection that you might discover information on sensitive matters, criminal activities, abuse or violence against a participant where you might have a duty to report?

Yes ◯ No ◯

In the event the research team does uncover any information on sensitive matters, criminal activities, abuse or violence, how will you address this in a timely manner?

33. STORAGE AND DISPOSAL OF DATA

This includes all written records, video/audio recordings, artifacts and questionnaires. At minimum, data must be stored in a locked filing cabinet or room. Data stored on computers and mobile devices should be password protected. Sensitive or confidential data stored on laptops and mobile devices must be encrypted.

a) How will you ensure participant privacy and confidentiality will be protected during the collection, analysis, and retention of data?

b) How long will you keep the data?

It is the researcher's responsibility to know the data retention requirements as set by either their academic discipline, profession, prospective journal or regulatory agency requirements. For example, federally funded research requires 7 years, Health Canada requires 25 years for clinical trials, hospitals typically require 10 years, and most scientific journals require 5 years.

c) Will you destroy your research data (e.g., physically destroyed, shredded, or erased) and if so, when (e.g., after end of data retention)?

34. FEEDBACK & DISSEMINATION OF RESULTS

a) Describe if any feedback or sharing of your research reports will be given to participants after they have completed their participation. How will the feedback be provided and by whom?

b) If feedback will not be given, please explain why feedback is not planned (e.g., study is anonymous).

35. Any dissemination of results or findings that report directly, and mention St. Lawrence College in any form must be approved by the College prior to publication in any format (electronic, print, multimedia, posted to a website, etc.) or released to the news media.

a) How will the researchers meet this requirement?

b) What will be the primary use for the research results?

c) Who will own the data?

Attestation

☐ I agree to abide by the ethical guidelines and procedures of St. Lawrence College, the Tri-Council Policy Statement, of my profession or discipline, as well as that of any other institution in which the research is undertaken.

☐ I am aware of my responsibility to be familiar with these standards.

☐ I further agree to notify the St. Lawrence College Research Ethics Board (REB) of any change in the methodology or status of the project, and will comply with all requests made by the REB during the life of this research.

Signature of Principal Investigator: