Request for Departmental Ethics Review for Minimal Risk Research Involving Human Participants

1. Applicant Information

Name

Department/Faculty

Laurier ID Number

E-mail Address

Phone

Supervisor

Thesis Supervisor or Course Professor

Department/Faculty

E-mail Address

Phone

Thesis Research/MRP ☐
Course Assignment
Course Number:
NOTE: Your supervisor/instructor must read and sign the last page of this form before approval will be granted. The signed form must be submitted to the REB for all student reviews.

Co-Applicant(s) (if applicable) (box will expand)

Name

LAURIER ID Number (Required for Students)

E-mail Address

2. Project Information

Full Title of Research Project

Proposed Start Date of Project

Proposed Completion Date of Project

Project Funding
Unfunded
Funding Application Pending
Funding Received
Funding Source:

Index Code:

Provide a succinct summary of the purpose, objectives and aims of the research. Describe your research methodology/design. (box will expand)

Outline the specific procedures or activities including the human participants. Exactly what will the participant(s) be asked to do?

How long will it take for the participants to complete the procedures or activities?

Will participants be asked to repeat this or any other procedure at a future date as a result of participating in this project?

Who will be collecting the data from participants?

How will the data be collected and recorded?

3. Participant Recruitment

How many participants will be involved in this study?

Describe the potential participants in this research indicating gender, age range, location, and any other special characteristics.

How and by whom will the prospective participants be identified?

How and by whom will they be invited to participate?
Attach a copy of any advertisement, poster or letter used for recruitment to this form. NOTE: Even if another person or agency is doing the recruitment, you must provide the REB with a copy of all recruitment materials.

4. Free and Informed Consent

How will informed consent be obtained? Attach a copy of your consent form/information letter.

A signed consent form is often used, but there are situations when it is not required or appropriate. If a signed consent form is not being used, please explain why it is not appropriate.

a. Information from Third Parties

Does the study's design require that information about the participants be sought from a third party or any other source (e.g. employer, case worker, family member, teacher, official records or files)?

Yes (If yes, explain below) ☐

No (If no, proceed to Section 4 b.) ☐

NOTE: If an Information Letter/Consent Form(s) is used, it must refer to the intended use of such information, and written authorization for access to it must be secured. Where appropriate, Consent Forms from the third parties themselves should also be secured.

b. Research Involving Vulnerable Populations (excluding children)

Do the proposed participants in your study include captive, dependent, or vulnerable persons?

Yes (If yes, explain below) ☐

No (If no, proceed to Section 4 c.) ☐

NOTE: For some vulnerable populations, including individuals with diminished decision making capacity, consent will need to be obtained from third parties (e.g., legal guardian or legal authority). If capable, vulnerable participants must give their assent to participate.

c. Research Involving Different Cultures, Countries, Ethnic Groups

Do the proposed participants consist primarily of persons from cultures, countries, or ethnic groups different from those of the investigator(s)?

Yes ☐

No (If no, proceed to Section 5) ☐

Describe procedures to ensure sensitivity to divergent values, traditions, concepts of privacy, etc., and measures to offset any practical problems expected in construing valid consent, etc.

5. Research Involving Children (Recruitment and Consent)

Do the proposed participants in your study include persons under the age of 16? Normally, persons age 16 and over may give effective consent on their own behalf.

Yes ☐

No (If no, proceed to Section 6) ☐

How and by whom will the children be asked to participate in your study?

What measures will be taken to ensure that the children understand the research and their participation in it?

NOTE: Separate consent forms must be obtained both from the child (ren) and their parent or guardian. In addition, consent forms from a school authority, agency director, etc. may be required. Copies of all consent forms must be attached to this form. In the case of very young children, oral assent must be obtained from the child. The oral statement ("script") to be used to invite very young children to participate should be worded to their level of understanding. All consent forms and/or scripts must be submitted for review. Indicate the forms that are attached to this submission.

Parent

Child(ren)

Agency/School

Oral Statement/Script

6. Risks and Benefits

a. Risks

Are there any physical risks regarding this research (e.g., exercise leading to muscle damage)? If yes, please explain.

Are there any potential social risks regarding this research (e.g., loss of privacy, loss of status, loss of reputation)? If yes, please explain.

Are there any potential psychological or emotional risks regarding this research (e.g., loss of self-confidence after poor performance on a memory test, regret over the revelation of personal information to an interviewer, disruption of family routine, long waits, boredom, revelation of personal information)? If yes, please explain.

If participants in this study are members of the organization being studied (e.g., employees of the company, members of a club, etc.), are there any repercussions by participating or not participating in this research?

Do participants in this research face risks other than those they would encounter in their everyday lives? If yes, please explain.

What are your plans to minimize the above identified risks?

b. Benefits

What are the likely benefits of the research to the researcher(s), the participants, the research community and society at large that would justify asking people to participate?

Explain why these benefits outweigh any risks.

c. Deception and Concealment

Is any deception (the act of deliberately misleading participants) or concealment (the act of keeping information from participants without deceiving them) necessitated by the study's design? If yes, describe and justify its use. Attach a copy of the debriefing statement to be used immediately afterward.

7. Privacy and Confidentiality

If it is necessary to protect the identity of participants during the conduct of the research, how will this be done?

If applicable, how will individual participants remain anonymous and unidentifiable in the publication and other release of study findings?

Describe how you will ensure confidentiality of all data or information collected from participants.

Who will have access to the data collected from participants?

How long will the data be retained? If appropriate, describe how the data will be disposed of and who will be responsible for the disposal of the data.

Use of Quotations: If you would like to use quotations in any write-ups or presentations, participants must be told in the information letter/informed consent statement (or orally as the case may be) that quotations may be so used. Participants must also be told whether or not any quotations could allow them to be identified. Note that information other than names and addresses may identify participants. You might consider in some cases informing participants that they will be able to vet any quotations before they are used in write-ups or presentations and that they may participate without being quoted. Are you using quotations from any of the participants' responses?

Yes ☐
No (If no, proceed to Section 8) ☐
Will participants be identifiable in these quotations? If not, how will you ensure this?

Can participants consent to taking part in the project as a whole but not having their quotations used in the final report? If so, you might want to consider a separate line on the consent statement relating directly to the use of quotations.

8. Compensation of Participants

Will participants be rewarded or compensated, financially or otherwise?

Yes ☐
No (If no, proceed to Section 9) ☐
Please provide details of and justification for the compensation being offered.

9. Conflict of Interest

Please describe any conflict(s) of interest (actual, perceived, or potential) that you or anyone else associated with this project have relating to this project. You may refer to the University's conflict of interest policy.
If there is a conflict of interest, please describe how and when you will disclose that conflict to your participants during the free and informed consent process.

10. Ethical Training of the Researcher(s)

Researchers are responsible for ensuring that all individuals associated with this project know and comply with all the University's guidelines for ethical research. Outline below the measures planned (or already taken) to conduct or confirm the ethical training of all such personnel involved with this project.

11. Feedback to Participants

Will participants be debriefed after their participation?

Yes (If yes, provide a copy of the debriefing statement.) ☐

No ☐

Will feedback regarding the study's findings be provided to the participants?

Yes ☐

No ☐

If participants will receive feedback, explain how the participants will receive the information.

Will any other agencies/organizations receive a report regarding the study's findings?

Describe the likely place where the results of the study will be presented and/or written up (e.g. conference, workshop, book, journal article, thesis, etc.)

Checklist of Attachments

Proposed Information Letter for Participants
Proposed Consent Form for Participants
Proposed Interview Questions
Proposed Questionnaire or Other Instrument
Proposed Script Inviting Participants
Proposed Debriefing Statement
Proposed Information Letter for Parents/Guardians/Proxy
Proposed Consent Form for Parents/Guardians/Proxy
Proposed Consent Form for Agency
TCPS2 Tutorial Certificates
Other Attachments: (provide details)

Agreement

I/we have read the University's current guidelines for the ethical conduct of research involving human participants, available on the Office of Research web page and agree to comply with them.

Signature of Researcher(s) Date

End of form