GRENFELL CAMPUS | MEMORIAL UNIVERSITY

GRENFELL CAMPUS APPLICATION FOR ETHICS REVIEW

Please submit an electronic copy together with all attachments to: gcethics@grenfell.mun.ca.

A paper copy of the completed and signed "Section D Signature" page must be forwarded to the Grenfell Campus REB (GC-REB) or our file.

If the proposed research is health related, please complete the Notification Form for the Health Research Ethics Authority (HREA) along with original signatures and submit it with the "Section D signature" page to the Grenfell Campus REB.

Submit 1 hard copy of application with original signatures to:

Research Office
Art & Science Building, Room AS320
Grenfell Campus, Memorial University of Newfoundland
Corner Brook, NL A2H 5G4

Telephone: 639-2399

Please refer to our web page at http://www.swgc.mun.ca/research/Pages/ethics.aspx for information on preparing your application.

Checklist (The checklist must be completed and included with your application)

- ☐ New Application
- ☐ HREA Notification Form (Only for health related research)
- ☐ Resubmission
- ☐ Completed original application with signature sent to GC-REB
- ☐ Forwarded e-copy of completed application and attachments to: gcethics@grenfell.mun.ca
- ☐ The Grenfell Statement included on Informed Consent Form

Where Applicable, Attachments Included with Application:

- ☐ Proposed recruitment letter, advertisement, poster
- ☐ Proposed questionnaire, survey, or other instrument
- ☐ Proposed interview questions
- ☐ Proposed orals script for recruitment (e.g., in-class and telephone invitation/information script)
- ☐ Proposed information letter for participants
- ☐ Proposed Informed Consent Form for participants
- ☐ Proposed information letter for parents, guardian, proxy
- ☐ Proposed Informed Consent Form for parents, guardians, proxy
- ☐ Proposed debriefing statement (if using deception)
- ☐ Other, please specify:

It is the responsibility of researchers to read the 2nd edition of *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*(TCPS2):
http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/

Researchers also have the responsibility to read the GC-REB "information for researchers" on our web page: http://www.swgc.mun.ca/research/Pages/ethics.aspx

The GCREB recommends that researchers complete the TCPS2 Tutorial:
http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

GCREB ethics decisions will be communicated to the Principal Investigator with a two week turn-around time after an application has been received. This timeline is to provide the members of the Board with sufficient time to review the applications. The decision may include revisions or requests for more information, therefore ethics approval can potentially take much longer than two weeks. It is important for researchers to submit applications well in advance of the proposed start date for data collection.

Quality assurance studies are generally not subject to an ethics review by the GCREB:
http://www.pre.ethics.gc.ca/eng/policy-politique/interpretations/scope-portee/
However, it is important to distinguish research from quality assurance for the purposes of an ethics review. Potential projects can be discussed with the Chair of the GCREB to determine if ethics approval is required.

Access to Information and Protection of Privacy
The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used by the GC-REB to administer ethics clearance. If you have any questions about the collection and use of this information contact the GC-REB at gcethics@grenfell.mun.ca

SECTION A – GENERAL INFORMATION

General instructions: This application form has been revised to facilitate the application and review process. It is designed to be completed electronically. Use the space inside the expandable textbox to provide the information requested. Please do not skip items.

Answer "n/a" if it does not apply to your proposed research. Select "yes/no" whichever applicable to you.

1. TITLE OF PROPOSED RESEARCH PROJECT

2. PREVIOUS OR OTHER RESEARCH ETHICS BOARD APPROVAL(S)

Has this project received Grenfell Campus REB recommendation of the "Release of Research Funds"?

☐ Yes, GC-REB application #:
☐ No
☐ Pending application

Has this research project been reviewed by another institution's ethics board?

☐ Yes, (Attach a copy of the application you submitted and the institution's Approval letter)
☐ Pending application
☐ No

3. PRINCIPAL INVESTIGATOR INFORMATION

Title: (Dr./Mr./Ms./etc.)	Last Name:	First Name:	Middle Initial:
Program & Division (or Department/Faculty/School & Institution if not Grenfell):			
Mailing address for correspondence if not Grenfell Campus:		**Grenfell Campus email address**	
		Email address (other): (will copy to this address, if provided)	
		Telephone:	

Positions:

☐ Grenfell Faculty ☐ Grenfell Staff ☐ Other (specify: if a graduate student, please provide name(s), & contact information of supervisors)

Supervisor Name:

Supervisor contact information:

4. CO-PRINCIPAL INVESTIGATOR INFORMATION (IF APPLICABLE)

Title: (Dr./Mr./Ms./etc.)	Last Name:	First Name:	Middle Initial:
Program & Division (or Department/Faculty/School & Institution if not Grenfell):			
Grenfell email address:	Other email address:		Telephone:
Positions: Grenfell Faculty Grenfell Staff Other (specify):			

5. CO-INVESTIGATOR(S): Please append additional pages if necessary

Name:	Position:	Program & Division (or Department/Faculty/School & Institution if not Grenfell):	Email:

6. DATA COLLECTION START AND END DATES

Beginning of formal recruitment or informed consent process normally constitutes the start date of data collection. Estimated project start date: Estimated start date of data collection involving human participants:
End date of involvement of human participants is when all data has been collected from participants, no further contact with them will be made, and all data are recorded and stored in accordance with the provisions of the approved applications. Estimated end date of involvement of human participants for this project: Estimated project end date:

7. USE OF SECONDARY DATA

Does your project involve secondary use of data collected for other purposes? If it involves the use of secondary data that is not in the public domain, provide letter of approval from the data holder.

☐ Only secondary data
☐ Both human participants and secondary data
☐ Only human participants

8. FUNDING OF PROJECT

Is this project funded? ☐ No ☐ Yes, funding agent/sponsor:
If no, is funding being sought? ☐ No ☐ Yes, funding agent/sponsor:
Will funds be administered through MUN? ☐ Yes ☐ No ☐ NA
Funded research title if different from this application: Principal Investigator of above funded research:

9. CONTRACTS

Is there a Tri-Council funding or non-funded contract/agreement associated with the research? ☐ Yes ☐ No If **Yes**, please include one (1) copy of the contract/agreement with this application
Is there any aspect of the contract/agreement that could put any member of the research team in a potential conflict of interest? ☐ Yes ☐ No If **Yes**, please elaborate under Section C. item #5

10. SCHOLARLY REVIEW

The Grenfell Campus REB will assume that research proposals prepared for presentation to the three national granting councils (CIHR, NSERC and SSHRC), as well as other funding agencies, will be subjected to scholarly review before funding is granted. The ethics review process for research that is beyond minimal risk will incorporate a determination of the project's scholarly merit and may request the researcher to provide full documentation of such scholarly review.

☐ The research project has undergone scholarly review prior to this application (specify review committee – e.g., departmental research committee, peer-review committee, etc.): ☐ The research project will undergo scholarly review prior to funding by (specify review committee – e.g., departmental committee, peer-review committee, etc.): ☐ The research project will not undergo scholarly review

SECTION B – SUMMARY OF PROPOSED RESEARCH

1. RATIONALE AND PROPOSED/RESEARCH QUESTIONS

Explain in non-technical, plain and clear language the purpose and objectives for the proposed project. Include hypothesis or research questions if applicable.
The rationale for doing the study must be clear. **Maximum 1 page.**

2. PROPOSED STUDY DESIGN/METHOD

Describe in some detail all procedures and methods to be used. Explain what the participants will be doing in the study, types of information to be gathered from participants, and where and how data will be obtained and analyzed.

Attach a copy of all materials (survey questionnaires, interview questions, or other non-standard test instruments) to be used in the study. Maximum 3 pages.

3. PARTICIPANTS INVOLVED IN THE STUDY

a. Indicate who will be recruited as potential participants in this study

☐ Undergraduate students	☐ Graduate students	☐ Faculty or staff
☐ General population	☐ Children	☐ Adolescents
☐ Senior citizens	☐ Aboriginal people	☐ Other (specify):

b. Specify the expected number of participants and exclusion criteria. Provide justification if participation is dependent on attributes such as cultural, language, religion, race, intellectual or physical disability, sexual orientation, ethnicity, gender or age.

c. Is there any pre-existing relationship between you (or any member of your research team) and the participants (e. g., instructor-student; manager-employee)

d. Are you or any member of your research team in a direct position of power in relation to the participants outside the scope of the research study?

☐ Yes ☐ No ☐ NA

If yes, please explain:

e. Will you or any member of your research team be collecting research data from your/their own students?

☐ Yes ☐ No ☐ NA

If yes, please explain:

f. Will the targeted research population consist of any vulnerable group that will have difficulty understanding consent or will not be able to give free and informed consent (e.g., people with developmental delays, minors (under 19), institutionalized individuals, etc.)?

☐ Yes ☐ No

If yes, please explain:

4. RECRUITMENT PROCESS AND STUDY LOCATION

a. Describe how, by whom, and from where the potential participants will be recruited. Where participant observation is to be used, please explain your (or members of your team) participation in the research setting (e.g., living in a community, visiting, attending organized functions). Please make it explicit when it is anticipated that all or some of the participants who will be recruited will not speak English or will speak English as a second language. Describe any translation of recruitment materials, how this will occur and whether or not those people responsible for recruitment will speak the language of the participants. **Attach a copy of any materials to be used for recruitment (e.g., emails, posters, advertisements, letters, and telephone scripts). Maximum 2 pages.**

b. Identify where the study will take place.

☐ On campus (e.g. university classroom, university lab, etc.). Please specify below.
☐ Off campus (e.g. aboriginal community, schools, etc.). Please specify below.

Note: Research to be performed outside the jurisdiction of the institution that employs the researcher will undergo prospective ethics review both by (a) the REB within the researcher's institution; and (b) the REB, where such exists, with the legal responsibility and equivalent ethical and procedural safeguards in the jurisdiction where the research is to be done (TCPS2 Chapter 8, Art, 8.3(a) and (b)).

5. EXPERIENCE

For projects that involve collection of sensitive data, methods that pose greater than minimal risk to participants, or involve a vulnerable population, please provide a brief description of your (or your research team experience) with this type of research (including people who will have contact with the participants).

6. COMPENSATION

If compensation is offered, it should not provide undue influence on a participant's decision to participate in the research. Justification for the amount of compensation to be offered should be provided.

a. Will participants receive compensation for participations?

☐ Yes ☐ No

If Yes, please provide details and justification for the amount or value of the compensation offered.

7. SHARING OF RESEARCH RESULTS WITH PARTICIPANTS

Explain what and how information/feedback will be provided to participants and/or communities after their participation in the project is complete. (e.g., report, presentation, pamphlet, etc.)

SECTION C – STATEMENT OF ETHICAL ISSUES

1. BENEFITS

a. Identify and describe any known or anticipated direct benefits to the participants (or to the community) from their involvement in the project.

b. Identify and describe any known or anticipated benefits to the scientific/scholarly community or society that would justify involvement of participants in this research.

2. RISKS

Potential participants must have a clear understanding of the potential for harm. Research risks are those that reflect the likelihood and magnitude of harms that participants may experience as a direct result of taking part in this research (e.g., stress or anxiety during data collection, stigma, loss of job, injury, etc.)

Please indicate if the participants as individuals or as part of an identifiable group or community might experience any of the following risks by being part of this research project. In particular, consider any factors that pose potential harm to at-risk groups.

a. Physical risks (including any bodily contact, administration of any substance, or in dangerous location such as politically unstable counties)? ☐ Yes ☐ No

b. Psychological/emotional risks (e.g., feeling anxious or upset)? ☐ Yes ☐ No

c. Social risks (including possible loss of status, privacy or reputation)? ☐ Yes ☐ No

d. Is there any deception involved? ☐ Yes ☐ No

e. Will your methods induce participants to act against their wishes? ☐ Yes ☐ No

f. Will participants be asked to disclose information of an intimate nature or otherwise sensitive nature? ☐ Yes ☐ No

g. Financial risks to participants (e.g., loss of job, promotion opportunities, etc.)? ☐ Yes ☐ No

h. Financial risks to organization/company (e.g., decrease in demand for good/services, loss of funding opportunities, etc.)? ☐ Yes ☐ No

If yes to any of the above, please explain the risks and describe how they will be managed or minimized. In the case of an adverse event (if any), provide information on your plan to manage the risks inherent in your research and provide information on resources for participants who might experience adverse effects stemming from participation in your research.

3. FREE AND INFORMED CONSENT

You are encouraged to examine our informed consent form template for information on the required minimum elements that should be included in the information letter and consent form, and follow a similar format: http://www.swgc.mun.ca/research/Pages/ethics.aspx

a. What process will you use to inform the potential participants about the study's details and to obtain the participants' consent for participation? If the research involves extraction or collection of personally identifiable information about a participant, please describe how consent from the individuals or authorization from the data custodian will be obtained.

b. If you will not be obtaining written consent, please provide the rationale for oral or implied consent (e.g. discipline, cultural appropriateness, etc.) and explain how consent will be recorded. Also, explain how you are going to ensure participants understand that their participation is voluntary.

c. If the target population is not competent by reason of age or developmental ability to provide free and informed consent (the age of majority in this province is 19 years of age), describe and justify your process to obtain parental/guardian consent. (Note: If the participants are capable of understanding the objectives and consequences of the research, his or her assent should be obtained in addition to the consent of the parent or guardian.)

4. ANONYMITY OF PARTICIPANTS AND CONFIDENTIALITY OF DATA

a. Describe the procedures you will use to protect anonymity of participants or informants, where applicable, and the confidentiality of data during the conduct of the research and in the release of the findings.

b. Explain how written records, video/audio recordings, photographs, artifacts and questionnaires will be securely stored, how long they will be retained, who will have access, and provide details of their storage location and final disposal. Provide a justification if you intend to store your data for an indefinite length of time. If the data may have archival value, discuss this and whether participants will be informed of this possibility during the consent process. Data security measures should be consistent with Memorial University's Policy on Integrity on Scholarly Research (http://www.mun.ca/policy/site/policy.php?id=130).

c. Describe any limitations to protecting the confidentiality of participants' data (e.g., access to disclosure of information during or at the end of the study) whether due to the law, the methods used or other reasons (e.g., duty to report).

d. If participants' anonymity is difficult or impossible to achieve (e.g., in focus groups), please explain the barriers to anonymity.

5. CONFLICT OF INTEREST

If any member of the GC-REB is ineligible to review your application because of a conflict of interest, please notify the GC-REB committee.

If the proposed research involves real or apparent conflict of interest (e.g., your or your team's judgment may be influenced or appear to be influenced by private or personal interests such as remuneration, intellectual property rights, rights of employment, consultancies, board membership, stock options, etc.), please identify how you will inform research participants of these conflicts.

6. ABORIGINAL PEOPLES

If your research involves Aboriginal peoples, please describe in detail the ethical issues relevant to the project proposed and how you plan to comply with the TCPS2 guidelines (Chapter 9).

7. ORGANIZATIONAL OR COMMUNITY CONSENT

If the research is taking place within recognized organizations or communities (e.g. School Boards, Band Councils, etc.) which require that formal consent be sought prior to the involvement of individual participants, explain whether consent from that organization/community will be sought. Describe this consent process and attach a copy of the approval document. If consent will not be sought, please provide a justification and describe any alternative forms of consultation that may take place.

8. PARTICIPANT WITHDRAWAL

a. Please describe how participants will be informed of their right to withdraw from the project. Outline the procedures which will be followed to allow them to exercise this right.

b. Indicate what will be done with the participant's data and any consequences that withdrawal may have on the participant.

c. If participants will not have the right to withdraw from the project at all, or beyond a certain point, please explain.

9. DECEPTION

a. Describe and justify the use of deception or intentional non-disclosure in this study.

b. Explain and justify if information will be withheld from participants that might reasonably lead them to decline to participate in the study.

c. Explain and justify if participants will be photographed or video – or audio – taped without their knowledge or consent.

d. Debriefing (Attach a copy of written debriefing sheet or script)
Outline the process to be used to debrief participants. Explain and justify whether participants will be given the option of withdrawing their data following the debriefing.

Information Sheet and Consent Form

The Information Sheet and Consent Form should be written in plain, clear language, avoiding the use of jargon and acronyms. It should be tailored to the reading level of the participants so that they understand what is required of them and hence make an informed decision about their participation.

A template of an Informed Consent Form can be found on the GC-REB Website, http://www.swgc.mun.ca/research/Pages/ethics.aspx. This is provided in response to numerous requests from researchers. It is included for the convenience of researchers and the Board encourages you to examine the template and follow a similar format. Note that the template outlines only the minimum information that should be included in an informed consent form.

Note:

- **The GC-REB statement, as it is written, must be included on all recruiting information and the consent form given to participants, and should be in a paragraph by itself separated from all other text or contact information.**
- **A copy of the signed informed consent form should be retained by the participant.**

SECTION D – SIGNATURE

As the principal investigator on this project, my signature confirms that I have read Memorial University's policy on Ethics of Research Involving Human Participants and the 2nd Edition of the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans (TCPS2). I will ensure that all procedures performed under the project will be conducted in accordance with the TCPS2 and all relevant university, provincial, national and international policies and regulations that govern the collection and use of personally identifiable information in research involving human participants. I agree to conduct the research subject to Section 3 (Guiding Ethical Principles) and accept the responsibilities as outlined in Section 18 (Responsibilities of Researchers) of *Memorial University's Policy on Ethics of Research Involving Human Participants*.

Any deviation from the project as originally approved will be submitted to the GC-REB for approval prior to its implementation. I understand that changes to the research protocol that are implemented without ethics approval constitute a violation of the TCPS2 and Memorial University's Policy.

If there is any occurrence of an adverse event(s), I will complete and submit report for adverse effects to gcethics@grenfell.mun.ca immediately.

Name and Signature of Principal Investigator Date

Name and Signature of Supervisor (if applicable) Date
