

Research Ethics Board

Application for Ethical Review

Application Number:

Date of submission:

Send completed applications with all supporting documents to:

Research Services Office c/o awright@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 nursing students from the Nursing Baccalaureate program (BScN) or the Bachelor of Business Administration (BBA) 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.

- d) Does your research require recruiting students or faculty at SLC? Yes No

If yes, have you obtained department approval? Yes No

If yes, provide the name of the department supervisor:

If no, explain your reason for not obtaining approval:

3. PROJECT START AND END DATES:

Estimated start date:

Estimated end date:

4. PRINCIPAL INVESTIGATOR INFORMATION

Title: **Name:**

School:

Campus: Brockville Cornwall Kingston

Mailing Address:

Telephone:

Email:

CO-INVESTIGATORS **N/A**

Title: **Name:**

School:

Campus: Brockville Cornwall Kingston

Mailing Address:

Telephone:

Email:

5. PROJECT LOCATION

Campus: Brockville Cornwall Kingston

Other (specify site):

6. FUNDING OF THE PROJECT

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

If there is a sponsoring organization(s), please identify the organization(s) and the contact person(s).

Sponsoring Organization:

Contact person(s):

Mailing Address:

Telephone:

E-mail:

7. Describe the Sponsorship

(gifts in kind, space, resources, cash contribution, staff, equipment...)

Contribution	Value
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8. 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
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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 vulnerable are entitled, on grounds of human dignity, caring, solidarity, and fairness, to special protection against abuse, exploitation or discrimination.”

14. PARTICIPANTS

Describe number, age, how, by whom, and from where participants will be recruited.

15. When and how will the purpose and nature 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. Participants must be informed they may withdraw at any time.

a) How will consent be obtained, and how may it be withdrawn?

b) If written consent is not obtained, indicate why not?

18. 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.

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

Yes No

If yes, please provide all details:

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

Yes No

If yes, please provide all details:

**21. 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?

22. 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?

23. 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:

24. 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.

27. 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.

28. Will confidential records be consulted?

Yes No

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

29. Is there a possibility that in the course of data collection that you might discover information on sensitive matters related to abuse or violence against a participant?

Yes No

In the event the research team does uncover a sensitive matter related to abuse or violence, how will you address this in a timely manner?

32. 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: