Template: ROMEO REB Web Application

# 1. Declaration – Tab#1

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| **#** | **Question** | **Answer** |
|  |  | - ***Orange text indicates instructions available for researchers when they click on the “I” symbol.*** |
| 1.1 | I verify that:   * this project has been reviewed and deemed to be methodologically sound and complies with the professional ethical standards and guidelines of the area of research. * the information contained in this application is accurate. * that the conduct of the proposed research will not commence until ethical approval/clearance has been granted. * I will seek approval from the REB for any changes to this application | I Agree (**Check box)** |
| 1.2 | I verify that I have successfully completed the Tri-Council Policy on Research Ethics online tutorial for myself and all named researchers on this application (or their country’s equivalent in the case of international research).  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png*The TCPS Tutorial can be found online at* [*http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/*](http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/)*. Certificates of completion, if not submitted in an earlier application, should be uploaded in the attachments Tab.* | I Agree **(Check Box)** |

# 2. Project Summary – Tab #2

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| **#** | **Question** | **Answer** |
| 2.1 | Describe the project including purpose and potential benefits. Please use the minimum of technical language  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *In this box, please tell us what your project is about using non-technical language. Briefly describe the nature and purpose of the project and why you wish to conduct it. Why do you think your research is important? What is the research question you are trying to answer? Explain the benefits to the participant resulting from participating in your research project. This may include, for example, an opportunity for the participant to increase her or his knowledge about a particular topic. Also explain any greater social benefits the participant contributes to by participating in your research project.* |  |
| 2.2 | Provide a summary of the methodology and procedures. Please keep your summary short & concise.  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Please provide a non-technical description, in order, of the procedures you will use in your project, including any relevant citations. Please include details of any standardized scales you will be using, materials related to qualitative studies, the use of deception, or any other methods which are relevant and applicable.* |  |
| 2.3 | If this project is being funded, describe the agency funding the project and the duration of the funding. |  |
| 2.4 | Is there a conflict of interest, real or perceived, for any research team members with respect to their relationship with potential research participants? If “YES”, please explain the nature of the conflict and the steps you are taking to mitigate it. |  |
| 2.5 | Other Approvals: please describe in detail any other REB approval you, or your team, has from other institutions and attach all relevant REB documents. |  |

# 3. Risk Assessment – Tab #3

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| **#** | **Question** | **Answer** |
| 3.1 | What level of overall risk would you assign to this research project? Include details of any potential risks to researchers as well.  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Minimal risk is defined as those risks encountered in normal, everyday life. Researchers must identify known and anticipated risks and develop protocols to limit the probability and magnitude of those risks. Risks may be physiological, psychological, emotional, economic or social in nature. A “minimal risk” situation is defined as one in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by the participant in those aspects of his or her everyday life that relate to the research.* | **Minimal/More than Minimal** |
| 3.2 | Physical Risk? | **Minimal/More than Minimal** |
| 3.3 | Psychological/Emotional Risk? | **Minimal/More than Minimal** |
| 3.4 | Social Risks? | **Minimal/More than Minimal** |
| 3.5 | Employment Risks/Educational Risks? | **Minimal/More than Minimal** |
| 3.6 | If you answered more than minimal risk to any of the above, please describe potential risks as well as the protocols you have in place to mitigate the risk. Please provide justification for any potential risks involved. |  |

# 4. Participant Recruitment – Tab#4

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| **#** | **Question** | **Answer** |
| 4.1 | What is the expected number of subjects?  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Please provide an estimate of the number of participants you will want to recruit for your project.* |  |
| 4.2 | Inclusion criteria  Description: http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Briefly describe the target populations for recruitment. Ensure that all subject groups are identified* |  |
| 4.3 | Exclusion criteria  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Describe which subjects will be excluded from participation, and explain the criteria for their exclusion* |  |
| 4.4 | Provide a detailed description of your recruitment process.  *Describe in detail the where, when, and how your participants will be recruited and who will be doing the recruiting.*  *Keep in mind that Participants must be made aware that deciding not to participate, or deciding to withdraw from your research project will not have negative consequences for them.* |  |
| 4.5 | Recruitment Materials Checklist:  *As applicable, upload all documents in the “attachments’ tab clearly named.* | **Check Boxes:**  □Scripts  □Invitation to participate  □Advertisements, posters, flyers |

# 5. Data Collection – Tab #5

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| 5.1 | Who will actually conduct the study?    *Describe who will be carrying out all the various parts of the study. NOTE: All members of the research team must have completed the TCPS2 Tutorial on Human Ethics* |  |
| 5.2 | Where will the project be conducted?  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Describe the location(s) of where the project will take place (e.g., community hall, school, home, university).* |  |
| 5.3 | How much time will be required of participants?  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Researchers must provide the approximate amount of time required for participant’s participation. If there is more than one session involved, the individual should be made aware of both the total amount of time involved as well as the amount of time involved in each session. Please make sure that the time requirement is the same here as on the Consent Form* |  |
| 5.4 | Administering a computerized task – please explain. |  |
| 5.5 | Observing participants  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Describe who or what will be observed. Include where observations will take place* |  |
| 5.6 | Recording participants using: | Audio  Video  Photos or slides  N/A |
| 5.7 | Will images be used in disseminating results? | Yes/No  If yes, please include release to use participant images in consent materials) |
| 5.8 | Will you be Analyzing Secondary Data?  If yes, indicate the data type. If no, skip this question.  *Refers to information/data that was originally gathered for a purpose other that then proposed research and is now being considered for research. For example: patient or school records, personal writings, lesson plans.* | **Check Box**   1. Secondary Data involving anonymized information (Information or data is stripped of identifiers **before** being shared with the applicant; information/data is only anonymous if it cannot be re-linked to subjects) 2. Secondary Data with identifying information (Data contains names and other information that an be linked to individuals, e.g. student report cards, employment records, health data) |
| 5.9 | Data collection Methods Checklist | **Check Boxes**  Standardized instruments  Surveys, Questionnaires  Interview/Focus group interviews  Observation Tools |

# 6. Informed Consent – Tab #6

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| **#** | **Question** | **Answer** |
| 6.1 | Who will consent (check all who apply) | **Check Boxes:**  Participant  Parent/Guardian  Agency Official(s) |
| 6.2 | Will the group of participants have the capacity to give informed consent on their own?  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Capacity refers to the ability of prospective or actual participants to understand relevant information presented about a research project and to appreciate the potential consequences of their decision to participate or not participate. Absence of such capacity may stem from any of a number of factors including (but not limited to) immaturity, cognitive impairment, other mental health issues, or illness. Assessing capacity is a matter of determining, at a particular point in time, whether a participant or prospective participant sufficiently understands the nature of the research project and the risks, consequences and potential benefits associated with it.* | **Check Boxes:**  No Yes |
| 6.3 | If the participants are not competent to give fully informed consent, who will consent on their behalf. What measures will be used to inform and obtain consent on their behalf?  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Researchers should ensure that authorized third parties who are asked to make a consent decision on behalf of a prospective participant are aware of their legal responsibilities. Also, the authorized third party is not the researcher or any other member of the research team, and the researcher demonstrates that the research is being carried out for the participant’s direct benefit, or for the benefit of other persons in the same category.*  *If an authorization for participation is granted by an authorized third party, and a participant acquires or regains capacity during the course of the research, the researcher shall promptly seek the participant’s consent as a condition of continuing participation.*  *Where an authorized third party has consented on behalf of an individual who lacks capacity to consent, but that person has the ability to understand the significance of the research and its risks and benefits, the researcher shall ascertain the wishes of that individual with respect to participation. Prospective participants’ dissent will preclude their participation.* |  |
| 6.4 | Deception/Partial-Disclosure - Will participants be informed of everything that will be required of them prior to the research? Yes/No. If no, please explain. |  |
| 6.5 | If no deception is used, skip this question:  Are participants to be debriefed at the end of the research project? Yes/No. If yes, explain how it will be done. If not explain why not.  *When a study uses deception or partial disclosure, participants must be debriefed. This may be done either verbally or with the provision of a written explanation. Debriefing forms should include:*   * *Clear statement of the research question* * *Disclosure of any deception/partial disclosure used in the study and the reason for the deception* * *Explanation of how the participant’s data will be used to answer the research question* * *An opportunity for the participants to ask questions or to withdraw their participation/data* * *Contact information for the researcher and the REB.* |  |
| 6.6 | In some circumstances, a written consent form may not be appropriate. If there is no consent form explain in detail your alternative procedures to ensure that consent is obtained and recorded as required.  *Please attach all ‘scripts’ that will be used with participants in the attachments tab* |  |
| 6.7 | How and when are the participants informed of the right to withdraw? What procedures will be followed for participants who wish to withdraw at any point during the study. Please explain.  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *Include these details on your consent form as well* |  |
| 6.8 | Are participants considered members of a (potentially) vulnerable group? If yes provide details  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *If the participants in the study are considered members of a (potentially) vulnerable group, this must be identified. 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. Ethical obligations to vulnerable individuals in the research enterprise will often translate into special procedures to protect their interests.* |  |
| 6.9 | Does your study have the potential for identifying distressed or disturbed individuals? If yes, provide details.  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png ***Note:*** *you may need to formulate a plan for dealing with distressed participants. Often, counselling services are made available or access to counselling services are listed on the consent form.* |  |
| 6.10 | If your study has the potential to upset participants, or identify distressed or disturbed individuals, you must make arrangements to mitigate such effects. Describe the arrangements you have made.  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png***Example*** *- provide access to counselling services*. |  |
| 6.11 | What, if any, discomfort or perceived degree of coercion are the participants likely to endure as a result of the research study? Please explain.  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *If there are any physical or psychological discomforts or a perceived power imbalance between the researcher and the subjects (or instructor/students), the researcher should express what these are and how they will be dealt with. For example a student may feel as though she really should help out the professor researcher or she might not do as well in the class, or she may simply feel an obligation to her professor. These things are not barriers to research, but they must be dealt with in the research design.* |  |
| 6.12 | What compensation, monetary or otherwise, is being offered to the participants? If none please state so.  http://tru.researchservicesoffice.com/Romeo.Researcher/images/information_icon.png *If monetary compensation or gifts will be offered to participants, the amount and timing of payments or gifts must be explained.* |  |

# 7. Data Security – Tab #7

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| **#** | Question | **Answer** |
| 7.1 | Who will have access to the data?  *Researchers should make clear who will have access to raw data and aggregate date* | *.* |
| 7.2 | Anonymity  *Anonymity means that no one, including the principle investigator, is able to associate responses or other data with individual participants.* | **Check Boxes**  Will participants be anonymous in the data gathering phase of research, Yes/No?  Will the participants be anonymous in the dissemination of results? Yes/No (e.g., use of video, photos) |
| 7.3 | Will the confidentiality of participants and their data be protected?  *Means the protection of the person’s identity and the protection, access, control, and security of their data and personal information during the recruitment, data collection, reporting of findings, dissemination of data (if relevant) and after the study is completed (e.g. storage and destruction)* | **Check Boxes**   * Yes - with limits due to the nature of group activities the researcher cannot guarantee confidentiality * Yes – with limits due to context: the nature or size of the sample from which participants are drawn makes it possible to identify individual people. * Yes – with limits due to selection: The proceedures for recruiting or selecting participants man compromise the confidentiality of participants (e.g. participants are identified or referred to the study by a person outside the research group) * Yes – with limits due to legal requirements for reporting * Yes – with limits resulting from the use of web-based applications hosted on third-party servers * Other – Explain below * No – explain below |
| 7.2 | If there are limits to confidentiality due to the methods (e.g. group interview or use of web applications), sample size or legal requirements (e.g. reporting child abuse) so that you cannot guarantee confidentiality, explain in detail what the limits are and how you will disclose them to the participants.  *Include a statement of how confidentiality and anonymity (if applicable) will be achieved and/or maintained. Information provided by participants is confidential when it will be safeguarded from unauthorized access, use, disclosure, modification, loss or theft. Information provided by participants is anonymous when it contains no markers (e.g, names or specific demographic information) that would allow it to be identified as originating from any particular individual. If there are limits to the degree to which confidentiality and anonymity can be maintained (e.g., where the research procedures include a focus group, or where you are conducting research online that is subject to the U.S. Patriot Act), this must be clearly explained. If the nature of your research project is such that participants may disclose information that cannot, by law, be maintained in confidence (e.g., information about child or elder adult abuse, or information about a serious threat of imminent harm to an identifiable person or group of persons), you must inform participants of this exception to confidentiality..* |  |
| 7.3 | What are the specific details of storage and disposal of records/data?  *Include information about who will have access to the research data and where it will be kept (e.g., a locked cabinet in a locked room on a Kwantlen campus, or on a password protected computer, with the file encrypted). This section should also include details about the duration of data storage and the methods for destroying or archiving data* | *.* |

# 8. Additional Information – Tab #8

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| **#** | **Question** | **Answer** |
| 8.1 | Provide any additional information you may wish to provide in this area, including any further detail about your project or additional attachments you may be including with your application. |  |

# 9. Consent form checklist – Tab #9

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| **#** | **Question** | **Answer** |
| 10.1 | Language use is appropriate for participants (e.g., is appropriate to age or level of English comprehension). | **NOTE: all are Yes/No check boxes** |
| 10.2 | The purpose of your research project is clearly explained |  |
| 10.3 | Participants are informed that participation is voluntary and are informed of their right to withdraw |  |
| 10.4 | If relevant, participants are told that there will be no impact to their education (or their care or employment opportunities) should they choose not to participate |  |
| 10.5 | Participants are made aware that by consenting to participate in your research project, they have not waived their rights to legal recourse in the event of research related harm |  |
| 10.6 | Participants are told that they will be provided with new information that might impact their continued willingness to participate |  |
| 10.7 | If relevant, all conflicts of interest are disclosed |  |
| 10.8 | The study procedures are clearly described including expected time commitment |  |
| 10.9 | Potential risks and benefits are clearly described |  |
| 10.10 | Participants are informed about any compensation they will receive |  |
| 10.11 | Participants are made aware of alternatives to participation for similar benefits (where applicable) |  |
| 10.12 | Limits on confidentiality and anonymity are clearly explained |  |
| 10.13 | Participants are informed of what will happen to their data if they withdraw |  |
| 10.14 | Participants are informed about how their data will be stored and how long it will be stored before it is destroyed |  |
| 10.15 | If applicable, participants are informed about how the results of your research will be disseminated |  |
| 10.16 | Participants are provided with contact information of the principle investigator and Research Ethics Board in case they have questions about their rights as participants in the study |  |
| 10.17 | Use this space to provide details on an item in which you indicated N/A regarding the CONSENT FORMS |  |

Bottom of Form