

**Student Research During COVID-19 Restrictions**

**Request for Exemption Form**

As long as Canada has measures in place for physical/social l distancing and travel restrictions, all forms of data gathering for research and projects that involve physical/social interaction such as focus groups and face-to-face interviews and other forms of in-person research should not proceed. Rather, student researchers should use other data gathering methods such as telephone or email interviews or on-line surveys.

In exceptional circumstances a student can request for an exemption. Please consult with your supervisor and submit this form with all questions completed to your Dean for approval.

1. Please describe why you cannot complete the research using virtual methods and justify the risk.

1. What advisories, restrictions and guidelines are in place at the site of the research?  How you will ensure they are adhered to and provide links to that the advisories, restrictions and guidelines?

1. How will you ensure required and effective physical distancing and other safety protocols are followed? Please identify each safety protocol and the measures to ensure each is followed.

1. Please describe in detail the in-person research methods you will be using.

1. Which specifically (without disclosing participant identity) participant groups do you plan to interact with in person for your research and with what frequency?

1. If the research involves any group activities, please describe.
2. What plans are in place should you, or an individual you come in contact with, develop COVID-19 symptoms?

1. Your research will bring you into contact with remote communities or vulnerable populations, please provide evidence that your visit is still welcomed by that community or vulnerable group. How will you ensure required and effective physical distancing and safety protocols are followed? Please identify each safety protocol and the measures to ensure each is followed. Please confirm that each safety protocol and the measure to ensure each is followed has been developed with the community or vulnerable population and provide evidence of that development and agreement to the protocols and measures. Most First Nations and Indigenous communities are not currently permitting in-person research.
2. Please ensure that the consent form signed by all research participants:

* Acknowledges that they understand the risks of participating during the pandemic
* Acknowledges that the safety protocols have been fully explained and agrees to the safety protocols
* States that they absolve the university of any liability in the event that I contract CoVid-19 as a result of participation in this research.

Please note: A copy of this consent form must be appended to this Request for Exemption. A copy of the signed consent form must be kept by the student researcher until graduation.

**Signatures and Approvals**

1. **Student Researcher Signature:**

By signing below, you hereby confirm that you will follow all recommendations provided by the Government of BC, Government of Canada, WorkSafeBC, the Public Health Service Agency of Canada, and the government and health authorities/agencies of the location(s) of the travel destination and any locations/regions you will be travelling through. You hereby confirm that you have checked the guidelines in effect on the days you are submitting this request and that you will continue to monitor the guidelines for the area you live in including the province of BC guidelines, and the policies of the university. By signing you are acknowledging/agreeing that all safety protocols have been adhered to, that you understand the risks of conducting research during the pandemic, and that you absolve the university of any liability in the event that you contract CoVid-19 as a result of your participation in the research.

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| **PART A – Student Researcher** | | |
| Name: | Signature:  Or virtual indication by email | Date: |

1. **Supervisor review and sign-off**

As Supervisor, I acknowledge and agree that all safety protocols have been adhered to, that I understand the risks of supervising a student researcher during the pandemic, and that I absolve the university of any liability in the event that the student researcher contracts CoVid-19 as a result of participation in this research.

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| **PART B – Review by Supervisor** (indicate with “X”) | | | | |
| Approved: | Denied: | | Reason if Denied: | |
| Supervisor Name: | | Signature:  Or virtual indication by email | | Date: |

1. **Submission**

Please submit to the Dean of your Faculty or College:

* **Faculty of Social and Applied Sciences:** [@RRU-FSAS-Dean-Office](mailto:RRU-FSAS-Dean-Office@RoyalRoads.ca)
* **Faculty of Management:** [FoM.OfficeoftheDean@RoyalRoads.ca](mailto:FoM.OfficeoftheDean@RoyalRoads.ca)
* **College of Interdisciplinary Studies:** [RRU-CoIS-Admin@RoyalRoads.ca](mailto:RRU-CoIS-Admin@RoyalRoads.ca)

1. **Review by Dean**

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| **PART D – Review by Dean** (indicate with “X”) | | | | |
| Approved: | Denied: | | Reason if Denied: | |
| Dean Name: | | Dean Signature:  Or virtual indication by email | | Date: |

Should the exemption be denied by the Dean, the researcher may request an appeal by emailing this form with additional information and rationale to [vpa.provost@royalroads.ca](mailto:vpa.provost@royalroads.ca). The decision of the Vice-President Academic is final.

1. **Review by Vice-President Academic and Provost**

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| **PART E – Review by VPA** (indicate with “X”) | | | | |
| Approved: | Denied: | | Reason if Denied: | |
| VPA Name: W. Holmes | | VPA Signature: | | Date: |

If an exemption is approved, the form with all the signatures or equivalent (such as email approval) is to be submitted to the Office of Research Ethics [ethicalreview@royalroads.ca](mailto:ethicalreview@royalroads.ca) together with any modification in methods. Once receipt of your ethics approval is acknowledged, your research may proceed.

1. **Research Participant Signature**

Once you have your approval, have each participant sign (or virtually acknowledge by email) in advance of the research. Please keep this signature or similar proof in a safe secure place until you graduate.

**General reminder about services for students:** Royal Roads services and supports are available online and from a distance. Please check the [Royal Roads Current Students](https://www.royalroads.ca/current-students/) for more information about how to access services and resources. Students are also encouraged to visit [Royal Roads’ COVID-19 Info Page](https://www.royalroads.ca/news-events/covid-19) for up-to-date information.