

**Request for Ethical Review for Research\* Involving Humans**

If your project involves human participants then it most likely requires an ethical review by the Royal Roads University Research Ethics Board (RRU REB). Please refer to RRU’s [Research Ethics Policy](http://policies.royalroads.ca/policies/research-ethics-policy) for help with identifying research that requires ethical review, understanding the questions below, or formulating your responses. For further assistance, please contact your Academic Supervisor or the Office of Research Ethics.

**\*The term “research” is understood to include theses, course assignments, and major projects, or other endeavours of systematic inquiry. Research involving human participants (including, but not limited to, interviews, surveys, focus groups, some types of observation) cannot be initiated until the review has been approved.**

Please answer all questions and provide all requested attachments. As required, append additional space.

Please submit this form and any relevant documentation to **ethicalreview@royalroads.ca**. Please allow **four weeks** for REB feedback.

The personal information collected on this form is collected in support of the Office of Research Ethics under the authority of the [University Act,](http://www.bclaws.ca/Recon/document/ID/freeside/00_96468_01) (RSBC 1996), and the [Royal Roads University Act](http://www.bclaws.ca/Recon/document/ID/freeside/00_96409_01) (RSBC 1996), and is subject to the [Freedom of Information and Protection of Privacy Act](http://www.bclaws.ca/Recon/document/ID/freeside/96165_00) (RSBC 1996, C.165). The personal information will be used to assess your Request for Ethical Review and will be shared with the Royal Roads University Research Ethics Board and its administrative support staff. For more information about the collection and use of your personal information please contact the Privacy Officer at 2005 Sooke Road, Victoria BC V9B 5Y2, 250-391-2600 ext. 4178.

Throughout this form the abbreviation “*TCPS 2*” refers to the 2nd edition of [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html).

#  1: Principal **Investigator** (PI)

Name: Click here to enter text.

Status: [ ]  Faculty/Staff [ ]  Undergraduate student [ ]  Graduate student [ ]  Doctoral student [ ]  External researcher

Faculty/School/Program: Click here to enter text.  If student, please specify cohort: Click here to enter text.

Home address: Click here to enter text.

Phone: Click here to enter text.

E-mail: Click here to enter text.

*(All email relating to this application will be sent to this address.)*

#  2: Project Description

 Title: Click here to enter text.

 Type of project: [ ]  Faculty Project [ ]  Thesis [ ]  Dissertation [ ]  Other *(please specify)*: Click here to enter text.

#  3: Project Supervisor/Advisor and Sponsor/Client

Supervisor/Advisor name: Click here to enter text.

Phone: Click here to enter text.

E-mail address: Click here to enter text.

[ ]  My supervisor/advisor’s principle affiliation is with RRU.

[ ]  My supervisor/advisor’s principle affiliation is with another organization: Click here to enter text.

*If you are working with a project sponsor, client or partner, please respond below.*

Sponsor/Client Name: Click here to enter text.

Organization: Click here to enter text.

Sponsor/Client’s Position within the Organization: Click here to enter text.

Phone: Click here to enter text.

E-mail: Click here to enter text.

Your position in the organization: Click here to enter text. ☐ N/A

Describe the roles and relationships of the sponsor/client in this study: Click here to enter text.

#  4: Co-Investigator(s), Co-Researcher(s) and Other Project Team Members

Name(s): Click here to enter text.

Status: [ ]  Faculty/Staff [ ]  Student *(please specify)*: Click here to enter text. [ ] External researcher

Address: Click here to enter text.

E-mail: Click here to enter text.

Phone: Click here to enter text.

Institutional affiliation: [ ]  RRU [ ]  Other: Click here to enter text. [ ]  N/A

Is an ethical review required at the Co-Investigator’s institution? [ ]  Yes [ ]  No

#  5: Amendment to Previously Approved Project

Is this an amendment to a previously submitted Request for Ethical Review?

[ ]  **Yes** [ ] **No**

If ***Yes***, date of previous approval: Click here to enter a date.

#  6: Summary of Proposed Project

1. Why are you conducting this research?Click here to enter text.
2. What do you hope this research will accomplish? Click here to enter text.
3. What are the main question(s) your research addresses?Click here to enter text.

#  7: Methodology, Methods, and Procedures

Describe, in non-technical language, your methodology, methods and/or procedures, as applicable: Click here to enter text. [or paste in space below]

***Note:*** *Attach copies of your questionnaire or survey, interview guide, test instrument, other research instrument. If still in development, please submit a draft. When your final instrument is available please submit to the Office of Research Ethics. If there are significant changes between initial and final submissions, approval may be required from the REB.*

#  8: Description of Population and Sample

1. How many participants will be involved in each method of your project? Click here to enter text.
2. Who will be recruited and what are the criteria for their selection? Click here to enter text.
3. Will there be any inclusion or exclusion of participants on the grounds of attributes (for example, age or ethnicity)?

[ ]  Yes *(please justify):* Click here to enter text. [ ]  No

#  9: Recruitment and Withdrawal

1. How will the participants be recruited?

[ ]  By phone

[ ]  By letter/email

[ ]  By advertisement or poster/flyer

[ ]  Other (explain): Click here to enter text.

*(Please attach copies of all recruiting materials.)*

1. How and when are participants informed of their right to withdraw? Click here to enter text.
2. What procedures will be followed for participants who wish to withdraw at any time during the study? Click here to enter text.
3. Is there a point at which participants’ data may no longer be withdrawn from the study (e.g., once they submit an electronic survey or once their comments become part of an anonymous data set)? [ ]  Yes [ ]  No
4. If ***Yes***, please describe: Click here to enter text.

*If Yes, please ensure this information is included in your consent form.*

# 10: Conflicts of Interest and Bias

*From TCPS 2* [*Chapter 7*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter7-chapitre7.html)*: “A conflict of interest may arise when activities or situations place an individual or institution in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests”*

1. Please describe any actual, perceived, or potential conflicts of interest, including during the time of your project, (organizational, economic, or family-related) on the part of the Principal Investigator, Academic Supervisor, and/or Co-Investigator.

 Click here to enter text.

1. Please identify any bias(es), implicit or explicit, of which you are aware: Click here to enter text.
2. Please indicate how you will acknowledge and address the issue(s), including what measures will you take to ensure research participants are informed: Click here to enter text.

#  11: Power Relationships (Characterized by Undue Influence)

*The TCPS 2 definition of undue influence is found in* [*Chapter 3, The Consent Process*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html)*. Where a researcher has - or is perceived to have - power over participants, potential participants may feel unable to refuse involvement in the research. In this situation, the RRU REB recommends the use of a neutral third party to carry out the inquiry and data-gathering. This third party provides the researcher with information stripped of all personal identifiers and ensures the researcher does not know who participated, who did not participate, and who was not chosen in the sampling.*

1. Do you, or others involved in the project, supervise or have actual or perceived ‘power-over’ or ‘influence over’ individuals in the study? [ ]  **Yes** [ ]  **No**
2. Please describe this relationship and explain how you would minimize your undue influence over these individuals. Click here to enter text.
3. If using a group method of data collection, will participants be asked to attend the same group activity as individuals who supervise or have influence over them?

 [ ]  Yes [ ]  No [ ]  N/A

**If Yes**, please explain why this is essential to the project, and describe how you will provide an opportunity for all participants to provide authentic, safe and un-coerced input into the inquiry: Click here to enter text.

#  12: Potential Negative Impacts

Is there any possibility that the activities or results of your study could impact negatively on participants or the organization involved? [ ]  **Yes** [ ]  **No**

If ***Yes***, in what ways might the activities or results of your study impact negatively on participants or the organization, and how would you mitigate this impact? Click here to enter text.

#  13: Other Required Reviews

Do any of the organizations involved in your research require a review in addition to the RRU ethical review? [ ]  **Yes** [ ]  **No** [ ]  N/A

If ***Yes***, when are you required to submit this review and to whom?

Date: Click here to enter a date.

 To whom: Click here to enter text.

If ***No***, please indicate with whom you have confirmed this information and attach copies of correspondence as needed: Click here to enter text.

#  14: Location

1. Please indicate where you plan to conduct your research: Click here to enter text.
2. If relevant, indicate how you will ensure participant anonymity at the physical location: Click here to enter text. [ ]  N/A
3. Research at some locations in Canada or overseas may require additional formal or informal approvals (for example, project work in Canadas North, and or on sacred land). Have you addressed this requirement? [ ]  Yes [ ]  No [ ]  N/A
4. If ***Yes***, please describe the nature of the approvals, how you learned of them, and how you satisfied them. If ***No***, describe below what you anticipate.

 Nature of needed approvals: Click here to enter text.

 How they were determined: Click here to enter text.

 How they are addressed: Click here to enter text.

 Contact Information: Click here to enter text.

#  15: Cultural Differences

1. Describe any cultural, political and/or legal differences that are likely to create a challenge in your research: Click here to enter text.
2. How will these challenges be addressed? (For example, how will you respond if participants depart from the common interpretation of the *TCPS 2* in their understanding of applicable research ethics?): Click here to enter text.

#  16: Research Involving Indigenous Peoples

*Please refer to TCPS 2* [*Chapter 9, Research Involving the First Nations, Inuit and Métis people of Canada*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html)*, and Section L of the* [*RRU Research Ethics Policy*](http://policies.royalroads.ca/policies/research-ethics-policy)*.*

1. Does this research/evaluation/creative endeavour purposefully involve Indigenous peoples and/or communities?
[ ]  **Yes** [ ]  **No**

 **If *Yes***, please address items ‘b’ through ‘g’ below:

1. Please confirm that you have read TCPS2 Chapter 9, Research Involving First Nations, Inuit and Metis people of Canada and that the proposed research, evaluation or creative endeavour is consistent with the ethical framework outlined therein. [ ]  Confirmed

Explain any potential variations or exceptions: Click here to enter text.

1. Please confirm that you have read Royal Roads University Guidelines for Research Involving Indigenous People and that the proposed research, evaluation or creative endeavour is consistent with these guidelines: [ ]  Confirmed

 Explain any potential variations or exceptions: Click here to enter text.

1. Is community permission appropriate and/or needed for this research/evaluation/creative endeavour?

[ ]  Yes [ ]  No

If yes, please explain how, and from whom, you will go about receiving this. Note that you will have to provide written confirmation of permission before being allowed to proceed with the research (e.g. a copy of a letter of permission, Band Council Resolution.) If no, please provide justification. Click here to enter text.

1. Describe how the proposed research/evaluation/creative endeavour will leave participating individuals and/or communities better off: Click here to enter text.
2. Describe the involvement of the Indigenous Peoples and/or Communities and how they have/will be involved in the following phases of the inquiry:

Development/Implementation: Click here to enter text.

Implementation: Click here to enter text.

Analysis: Click here to enter text.

Writing/Presentation: Click here to enter text.

 Dissemination: Click here to enter text.

1. Will the property, private information or cultural knowledge belonging to an Indigenous community or person be studied or used in the research/evaluation/creative endeavour?

[ ]  Yes [ ]  No

 If yes, please explain and indicate how approval will be obtained: Click here to enter text.

#  17: Free and Informed Participant Consent

*Evidence of free and informed consent normally obtained in writing, although it may vary. For example, a survey preamble could communicate the same information found in a consent form. Please attach all sample consent documents.*

1. Have you included a sample informed consent tool for each research method?

[ ]  **Yes** [ ]  **No**

 If ***No***, describe the procedure by which free and informed consent will be obtained: Click here to enter text.

1. Will the participants face any impediment to giving free and informed consent? (Consider physical or mental condition, age, language, incarceration or other barriers.).

[ ]  Yes [ ]  No

 If ***Yes***, please provide details, and describe the proposed resolution of this impediment: Click here to enter text.

1. Does your research involve deception of your participants regarding the true nature of your project? [ ]  Yes [ ]  No

 If ***Yes***, please justify, and explain how and when participants will be debriefed *(Please refer to TCPS 2* [Chapter 3](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html)): Click here to enter text.

#  18: Research Involving Vulnerable Participants, Including Children and Youth

*Please refer to TCPS 2 section on vulnerable participants:* [*Chapter 4, Fairness and Equity in Research Participation,*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter4-chapitre4.html) *and RRU Ethics Policy, Section O. Research Involving Children and Youth, and the* [*Criminal Records Act*](http://laws-lois.justice.gc.ca/eng/acts/C-47/FullText.html) *Section 6.3. Also see Section N of RRU’s* [*Research Ethics Policy*](http://policies.royalroads.ca/policies/research-ethics-policy)*.*

*RRU researchers who involve vulnerable persons or children/youth under age 18, will be subject to a Criminal Record Check and/or Vulnerable Sector Check.*

*A* [*Vulnerable Sector Check*](http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks) *is initiated by the local police in the jurisdiction where you live. The police will use the Canadian Police Information Centre (CPIC) system as well as their own database to conduct a background search based on your name, gender and date of birth. If your gender and date of birth match a pardoned sex offender record, you will be asked to provide fingerprints to confirm your identity. In BC, the Vulnerable Sector Check is accomplished through a Criminal Record Check – Children and Vulnerable Adults, as mandated by the* [*BC Criminal Records Review Act*](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96086_01)*. RRU international students resident and/ or conducting research overseas with vulnerable populations are also required to provide their supervisor with a criminal record check on themselves from their country of citizenship and from their resident location (if this differs from their country of citizenship).*

*Please note: If you feel this requirement poses a risk, or is unrealistic under the circumstances, you should discuss your concern with the Office of Research Ethics.**Research involving vulnerable participants or children/youth under age 18 at RRU requires signed consent by the parent/guardian or authorized third party, as well as, where feasible, signed assent or equivalent from the participant. On a case by case basis, research involving vulnerable persons or children/youth, without parental, guardian, or authorized third party consent, may be carried out by experienced researchers and upon full ethical review. This is to accommodate research where getting such consent could be perceived as a risk to the children/youth or prevent the researcher from obtaining accurate information.*

**Do you intend to involve vulnerable participants or children/youth under age 18 in your research?** [ ]  **Yes**  [ ]  **No**

 If ***Yes***, please confirm the following:

[ ]  I have reviewed the RCMP information on [Vulnerable Sector Check](http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks), the [BC Criminal Records Review Act](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96086_01)  as it pertains to the process for Criminal Records Checks in BC, and the [specific offences](http://www.pssg.gov.bc.ca/criminal-records-review/offences-reviewed/index.htm) that will be subject to review.

[ ]  I confirm that before any interaction with vulnerable persons is undertaken I will provide the results of the Vulnerability Sector Search/Criminal Record Check to my Academic Supervisor/Advisor, or School Director or equivalent, and I acknowledge that the costs of the Vulnerability Sector Search/Criminal Record Check are my sole responsibility as the researcher.

[ ]  I have applied for a Criminal Record Check or an equivalent Vulnerability Sector Search; *or*

[ ]  I have already completed a Criminal Record Check

***Note****: If a criminal record is found, this may result in (1) denial of your proposed research, (2) limitations imposed on your research’s methods or scope, or (3) imposition of additional specific conditions as set by the RRU REB in consultation with the Academic Supervisor.*

#  19: Research Involving Gender-Diverse People and Communities

Does the research seek to involve Transgender and Gender-Diverse people and communities?

[ ]  **Yes** [ ]  **No**

**If *Yes***, please confirm that you have read the [*Ethical Guidelines for Research Involving Transgender People & Communities*](http://cpath.ca/en/resources/cpath-ethical-guidelines/) offered by the [Canadian Professional Association for Transgender Health (CPATH)](http://cpath.ca/en/about-cpath/) and that the proposed research is consistent with these guidelines: [ ]  Confirmed

#  20: Risks, Inducements, & Participant Time

*TCPS 2 defines “Minimal Risk” in* [*Chapter 2*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter2-chapitre2.html) *as “research in which the probability and magnitude of possible harms implied by participation in the research are no greater than those encountered by participants in those aspects of their everyday life that relate to the research.”*

1. Does the research, in your view, conform to the standard of “minimal risk”?

[ ]  **Yes** [ ]  **No** *(please explain)*: Click here to enter text.

1. Describe any potential and anticipated risks – minimal or otherwise – of the proposed project. *(Risks should be disclosed in the consent material.)* Click here to enter text.
2. What inducements (monetary or otherwise) will be offered to prospective participants? If payment is to be made, provide details such as amounts and payment schedules. *(Note that light refreshments, thank you cards, and other small tokens of hospitality are different from inducements, as are reimbursements of expenses incurred to participate in the study (e.g., parking costs)*. Please list all inducements. Click here to enter text.
3. How much time is a participant expected to dedicate to each method of the project*? (If applicable, please include time for reviewing transcripts in your calculations.)* Click here to enter text.

#  21: Benefits

Describe the potential and anticipated benefits of the proposed project for the participants, the sponsor, society and the researcher: Click here to enter text.

#  22: Privacy, Confidentiality & Anonymity

*It is the responsibility of the researcher to ensure that the research adheres to all relevant privacy legislation and regulations.*

1. What type of information you will collect? Click here to enter text.
2. For what purpose will the information be used? Click here to enter text.
3. Indicate whether raw data will be:
 [ ]  archived, or:
 [ ]  destroyed, and the date when this will occur: Click here to enter a date.
 Please explain your choice: Click here to enter text.
4. What safeguards are in place for confidentiality and participants’ security?Click here to enter text.
5. Please describe any media you will use, such as photographs, videos or sound recordings that allow identification of participants: Click here to enter text.
6. Is there any anticipated linkage of your research data with other participant data in public or personal records? [ ]  **Yes** [ ]  **No** If ***Yes,*** please describe: Click here to enter text.
7. Do any organizations involved in your research require an agreement to protect the personal information of participants that is different from the ethical review? [ ]  **Yes** [ ]  **No**

If ***Yes,*** please describe the agreement and, if possible, attach a copy: Click here to enter text.

1. Will the data be shared with any other organization or individual? [ ]  **Yes** [ ]  **No**

If ***Yes,*** please explain: Click here to enter text.

1. Do you plan to retain any identifiable data for secondary uses, such as a future research project? [ ]  **Yes** [ ]  **No**

 If ***Yes***, please explain why individually identifiable data is essential for this secondary use, describe what measures will you take to protect the private information of individuals, and how you will obtain free and informed consent from your participants for this secondary use: Click here to enter text.

#  23: Dissemination

Please describe your process for reporting research findings and recommendations back to participants and key stakeholders in your project: Click here to enter text.

#  24: Compliance

I understand that the Royal Roads University Research Ethics Board may request from me my relevant research documentation and my research results to demonstrate compliance with the RRU Research Ethics Policy and my approved Request for Ethical Review.

[ ]  ***(Required)*** Please check to confirm acceptance and indicate consultation occurred between the researcher, the sponsor (if applicable) and the supervisor.

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#  For Researcher Use Only - Checklist for Informed Consent

*Researchers may compose their own consent material.* [*TCPS 2*](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html) *outlines the following information as generally required for informed consent:*

[ ]  information that the individual is being invited to participate in a research project

[ ]  a statement of the research purpose in plain language, the identity of the researcher, the identity of the funder or sponsor, the expected duration and nature of participation, a description of research procedures, and an explanation of the responsibilities of the participant

[ ]  a plain language description of all reasonably foreseeable risks and potential benefits, both to the participants and in general, which may arise from research participation

[ ]  an assurance that prospective participants are under no obligation to participate

[ ]  are free to withdraw at any time without prejudice to pre-existing entitlements

[ ]  will be given, in a timely manner throughout the course of the research project, information that is relevant to their decision to continue or withdraw from participation

[ ]  will be given information on the participant’s right to request the withdrawal of data, including any limitations on the feasibility of that withdrawal

[ ]  information concerning the possibility of commercialization of research findings, and the presence of any real, potential or perceived conflicts of interest on the part of the researchers, their institutions or the research sponsors

[ ]  the measures to be undertaken for dissemination of research results and whether participants will be identified directly or indirectly

[ ]  the identity and contact information of a qualified designated representative who can explain scientific or scholarly aspects of the research to participants

[ ]  the identity and contact information of the appropriate individual(s) outside the research team whom participants may contact regarding possible ethical issues in the research

[ ]  an indication of what information will be collected about participants and for what purposes

[ ]  an indication of who will have access to information collected about the identity of participants, a description of how confidentiality will be protected (see [Article 5.2](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter5-chapitre5.html#2)), a description of the anticipated uses of data; and information indicating who may have a duty to disclose information collected, and to whom such disclosures could be made

[ ]  information about any payments, including incentives for participants, reimbursement for participation-related expenses and compensation for injury

[ ]  a statement to the effect that, by consenting, participants have not waived any rights to legal recourse in the event of research-related harm