



Appendix B - Application for Ethics Review

Please note: This application is for researchers who do not have ethics clearance from an Ethics Review Board governed by the standards outlined in the Canadian [Tri-Council Policy Statement \(TCPS 2\): Ethical Conduct for Research Involving Humans](#)

1.1 Applicant	
Name of Applicant	

2. Overview of the Research Study	
2.1 Title of the Study:	
2.2 Study Sponsorship or Support (please choose one) <input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	Name of sponsoring agency (if applicable) Anticipated end date of study involving human participants
2.3 List locations where data will be collected	
3.0 Follow Up with participants Do you plan to follow-up with participants after data has been collected? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe the nature of follow-up.	

4.0 Confidentiality and Anonymity

4.1 Check all that apply:

Participant contributions will be **public and cited** **anonymous** **confidential**

Explain the proposed steps taken to respect an individual’s privacy in terms of access to raw data, as well as in terms of the write-up of the results. For example, will data be reported in aggregate? Will participants select a pseudonym?

4.2 Provide specific details about the security procedures for the data as well as plans for the ultimate disposal of records/data. Who will have access to confidential data now or in the future? Specify the length of time the data will be retained and the plans for disposal of records/data.

5.0 Estimation of Risks

5.1 Please indicate the degree to which this study will involve or potentially involve the following risks:

	None	Minimal	More than minimal
Possible psychological or emotional manipulation			
Asking of potentially embarrassing or upsetting questions			
Physical risk or harm of any kind			
Social risk – e.g. possible loss of status, privacy and/or reputation			
Potential for coercion – potential for participants to feel pressured to participate in the research because of actual or perceived power relationships between recruiters and those being recruited			
Deception – withholding of information or misinforming participants			

5.2 Explanation

If you answered, "more than minimal risk" to any of the above, describe the risks (emotional, physical or psychological). Provide justification for any risks involved and explain why alternative approaches involving less risk cannot be used.

5.3 Describe the provisions for support should participants encounter distress or discomfort.

5.4 If, prior to the start of the research session, participants will not be fully informed of everything that will be required of them or deliberately misinformed about some aspect of the study, explain why. Please describe the procedures in detail and justify why deception is necessary to conduct the research.

5.5 If the potential for any perception of coercion exists, please explain what measures have been put in place to minimize the possibility that individuals will feel pressured to participate.

6. Withdrawal from the study

Describe when and how participants will be informed of the right to withdraw from the study. Describe the procedures that will be followed for participants who wish to withdraw at any point during the study and what happens to the information contributed to this point. (Please note that researchers are not required to destroy partial data in cases of participant withdrawal, provided that it is made clear on the informed consent form that data collected to the point of withdrawal will be retained/used.

7. Signatures

I/We, the undersigned, certify that the information contained in this application is accurate and the Golden Hills School Division will be advised of any revisions to the protocol arising before or after ethical certification is granted.

Applicant's signature: _____ Date: _____

Co-applicant's signature: _____ Date: _____

Supervisor's Signature: I have been involved in the preparation of this application, and agree with the information it contains.

Supervisor's Signature: _____ Date: _____

For Golden Hills School Division Use Only:

This is to certify that Golden Hills School Division has examined this research proposal and found the proposed research involving human subjects to be in accordance with the Golden Hills Administrative Procedure and the Tri-Council Policy Statement on *Ethical Conduct in Research Using Human Subjects*. This certification is applicable to research within the Golden Hills School Division only.

Signature of Golden Hills School Division
Superintendent of Schools/Alternate

_____ Date _____

Name and position