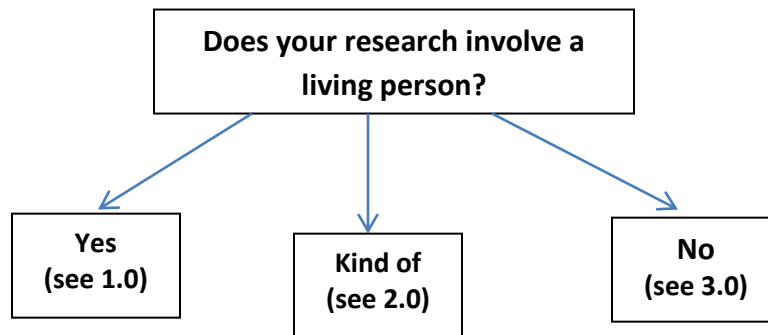


## **Brief\* Guidance for Undergraduate Applications to the Research Ethics Board (REB)**

**Do you need to make an application to the REB? Carefully read the following to find out:**



**1.0** If you answered **YES** you need to complete and submit an application to the REB. In doing so you should consider the following:

Does your project...

- Include vulnerable or dependent population (e.g. children, mentally disabled). A situation where participants may feel obligated to take part, or participation may not be voluntary (e.g. students in a class, employees in their workplace, prisoners)
- Deception
- Access to records that include personal information
- Any risk of creating psychological stress
- Any risk of identifying distressed or disturbed individuals
- Any risk to a participant's reputation
- Any risk that individuals or groups might suffer any economic loss by participating the study
- Any risk that individuals or groups might be stigmatized by participating in the study
- Any political or physical risk to a subject/researcher in an international setting (e.g. unauthorized contact with a foreigner)
- Any risk to the participant arising from confidentiality (e.g. might the information gathered be of concern to a law enforcement agency?) or lack thereof
- Any risk to the participant flowing from lack of anonymity
- Any risk of creating psychological stress
- Any risk of identifying distressed or disturbed individuals

- Any risk to a participant's reputation
- Any risk that individuals or groups might suffer any economic loss by participating the study
- Any risk that individuals or groups might be stigmatized by participating in the study
- Any political or physical risk to a subject/researcher in an international setting (e.g. unauthorized contact with a foreigner)
- Any risk to the participant arising from confidentiality (e.g. might the information gathered be of concern to a law enforcement agency?) or lack thereof
- Any risk to the participant flowing from lack of anonymity
- Remuneration/compensation paid to a participant

If any of the above points apply to you, know that you will be have to take extra care in all aspects of your research

**2.0** If you answered **Kind of**, consider the following:

- If you are approaching a person in order to ask for publicly available data, this does not require REB approval.
- If you are approaching a person in order to ask for publicly available data AND will ask this person(s) more questions you might need to complete and submit an application to the REB. Talk to your supervisor. If in doubt, consult with the Chair of the Research Ethics Board.
- If you are approaching a person in order to ask for privately available data AND/OR will ask this person(s) more questions you might need to complete and submit an application to the REB. Talk to your supervisor. If in doubt, consult with the Chair of the Research Ethics Board.

**3.0** If you answered **No** it is unlikely that an application to the REB is required. However, you should talk to your supervisor to make sure. If in doubt, consult with the Chair of the Research Ethics Board.

## Application Guidance

- All applications must be typed and printed single sided. Hand-written applications are not accepted. DO NOT STAPLE, use a paperclip to fasten together your papers
- Only complete, coherent, grammatically correct applications that adhere to specifications will be accepted for review. Applications lacking in any of these areas will be returned to the applicant.
- In section 4.6 of the application you must clearly and succinctly state the purpose and aims of your research. In doing so you must also provide an overview and rationale of **how** you will conduct your research (e.g. what methods you will use and why). The more detail the better.
- In support of your application you should submit documents that provide overviews or examples of the kind of questions, instruments, etc. with which you plan to engage participants.
- If you plan on doing research with human participants you **must** submit a copy of your participant consent form.

## Consent Form Guidance

Consent forms must clearly address the nature and purpose of the study, how data will be used, disseminated, and destroyed. You also need to make clear the rights of the participant (e.g. withdrawal, anonymity, data security), provide a clear request for participation, and provide the participant with the name and contact details of the REB chair (Dr Corinne Syrnyk, email: [REB@stmu.ca](mailto:REB@stmu.ca)). A template for a consent form has been provided to you – this is a best practice guide and is subject to changes. However, all headers and wording listed in italics must be included in your form.

Use PLAIN language throughout the consent form at ALL times. (Forms that contain poor grammar and jargon will not be entertained.)

\*This document is informal and incomplete and does not guarantee application acceptance or approval.

Revised: February 4<sup>th</sup>, 2015