**Helpful Hints and Instructions**

* This form is compatible with Microsoft Word 2010/2013/2016/365. DO NOT REMOVE ANY SECTIONS OF THIS FORM.
* Be sure to attach all relevant supporting documents.
* Email the completed form and supporting documents, in one email message to [rebapply@dawsoncollege.qc.ca](mailto:rebapply@dawsoncollege.qc.ca)
* If you encounter any technical difficulties with the form, or if you require advice on answering certain questions, email the REB Coordinator at [rebapply@dawsoncollege.qc.ca](mailto:rebapply@dawsoncollege.qc.ca)
* The most current version of the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans in force is the [TCPS2 2022](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html)

# Principal Investigator Information

|  |
| --- |
| 1. Name |
| Click or tap here to enter text. |
| Title |
| Click or tap here to enter text. |
| Department |
| Click or tap here to enter text. |
| Institutional Affiliation |
| Click or tap here to enter text. |
| Email |
| Click or tap here to enter text. |
| Academic Rank |
| College/CEGEP Student  Undergraduate Student  Master Student  Post-Doctoral Student  PhD Student  Faculty/Administration  Private/Non-Post-Secondary Institution Affiliated |

# Research Team

If you want to add members to the research team, click anywhere in the area below and then click on blue “+” icon at the bottom right corner of the last question.

|  |
| --- |
| 1. Name |
| Click or tap here to enter text. |
| Title |
| Click or tap here to enter text. |
| Department |
| Click or tap here to enter text. |
| Institutional Affiliation |
| Click or tap here to enter text. |
| Email |
| Click or tap here to enter text. |
| Academic Rank |
| College/CEGEP Student  Undergraduate Student  Master Student  Post-Doctoral Student  PhD Student  Faculty/Administration  Private/Non-Post-Secondary Institution Affiliated |
| Describe their role in the research |
| Click or tap here to enter text. |
| Describe the research team member’s experience with this kind of research |
| Click or tap here to enter text. |

# Study Details

|  |
| --- |
| 1. **Title of Research Study** |
| Click or tap here to enter text. |
| 1. Provide a Detailed Lay Summary of Your Research Proposal. |
| Click or tap here to enter text. |
| 1. Category of Research (Check all that apply) |
| Social/Behavioral  Biomedical  Pedagogical Research  Secondary Use of Data  Researching Involving First Nations, Inuit and Métis Peoples  Public Health, Epidemiology  Community Based Research  Action-Based Research  Creative Practice  Research Involving Emergent Design  Other: Click or tap here to enter text. |
| 1. Research Methods (check all that apply) |
| In-Person Interviews and/or Focus Groups  Telephone/Online Interviews and/or Focus Groups  Survey (internet, paper, telephone)  Secondary use of identifiable data  Secondary use of non-identifiable data  In Class Data Collection  Naturalistic Observations  Deception/Alterations of Consent  Other: Click or tap here to enter text. |
| 1. Level of Research (Check all that apply) |
| Faculty Led Research  College/CEGEP Student Led Research  Undergraduate Student Led Research  Master’s Student Led Research (Major Research Paper or Thesis)  PhD Student Led Research  Post-doctoral Led Research  Other: Click or tap here to enter text. |

# Previous REB Review

|  |
| --- |
| 1. Has another Research Ethics Board granted ethics approval for this study? If you are a researcher from another institution, include a copy of the research ethics certificate(s) from your home REB. Dawson ethics approval is dependent on your home REB’s approval. |
| No  Yes  Comments: Click or tap here to enter text. |

# Research Procedures

|  |
| --- |
| 1. Describe the research question, the background, and the purpose of this research concisely and in lay terms. |
| Click or tap here to enter text. |
| 1. Describe sequentially, and in detail all data collection procedures which the research participants will be involved in. Attach all data collection instruments/documents that will be used (tasks, interviews, focus groups questions, participant observation, online survey questions, etc.) Include information about who will conduct the research (including third parties), how long it will take, where data collection will take place, and the methods in which data will be collected (online surveys, handwritten notes, audio/video/photo recordings, etc.). |
| Click or tap here to enter text. |

# Recruitment, Data Collection and Data Security

|  |
| --- |
| 1. Please select and/or list the sites where the research will be taking place. (Check all that apply) |
| Dawson College  Quebec College/CEGEPs  Greater Montreal Area  Outside of Quebec  Outside of Canada  Distinct Community  First Nations, Inuit and Métis Peoples  Internet, Social Media, Virtual Environments  Other Locations (Describe): Click or tap here to enter text. |
| 1. **What is the anticipated study start date?** |
| Click or tap to enter a date. |
| 1. **What is the anticipated study end date?** |
| Click or tap to enter a date. |
| 1. What methods will be used to recruit participants? Attach relevant documents, such as recruitment scripts, posters, social media posts, email recruitment scripts, etc. |
| Printed materials (posters, flyers, etc.)  In-Class Presentations (by a member of the research team)  In-Class Presentations (by a third party not affiliated with the research team)  Face to Face in a public setting (e.g. recruitment table/booth)  Face to Face in a private setting (e.g. going door-to-door in a neighborhood)  Social Media (Facebook, Twitter, etc.)  Internal Intranet Systems (e.g. Dawson OmniVox)  Other (List all other methods used): Click or tap here to enter text. |
| 1. Describe in detail how participants will be recruited, who will be recruiting participants, what materials will they be using to recruit participants, when will the recruitment take place and where recruitment will take place. |
| Click or tap here to enter text. |

# Study Participants, Inclusion/Exclusion Criteria & Vulnerability

|  |
| --- |
| 1. Study population group (Check all that apply) |
| Students (18+)  Students (<18 yrs.)  Dawson Faculty/Staff  General Population  Children  First Nations, Inuit and Métis Peoples and/or Communities |
| 1. Will any of the following vulnerable populations be recruited? |
| Persons with cognitive impairments  Persons with mental and/or health illness  No vulnerable populations will be recruited  Other vulnerable population groups (Describe): Click or tap here to enter text. |
| 1. Elaborate on the characteristics of the research population group. |
| Click or tap here to enter text. |
| 1. List any applicable participant inclusion criteria (e.g. College students in technical programs, recent immigrants, faculty who use technology in the classroom, persons with dyslexia)? |
| Click or tap here to enter text. |
| 1. List any specific participant exclusion criteria (e.g. currently taking prescription medication)? |
| Click or tap here to enter text. |
| 1. Will any participant be made vulnerable through their participation in the study procedures, such as, but not limited to experiments, and disclosing sensitive data (related to employment, immigration status, illegal activities, and socially, culturally or religiously taboo topics)? If so, elaborate below. |
| Yes Click or tap here to enter text.  No |

# Informed Consent Process (Initial & Ongoing)

|  |
| --- |
| 1. Method(s) for obtaining informed consent (for persons of the age of majority and minors). |
| Written Letter of Information with a Written Consent Form  Written Letter of Information with Oral Consent  Oral Letter of Information with Written Consent  Oral Letter of Information with Oral Consent  Parental/Guardian Consent  Community Consent  Implied Consent (for minimal risk studies that use anonymous participant recruitment and anonymous data collection)  Other: Click or tap here to enter text. |
| 1. Describe in detail the procedures for obtaining informed consent. Who will be obtaining consent from participants, what materials and methods they will be using, when informed consent will be obtained and any plans for ongoing consent during the study. |
| Click or tap here to enter text. |

# Participant Withdrawal & Limitations of Withdrawal

|  |
| --- |
| 1. Describe how the participants will be informed of their right to withdraw from the project. Describe the procedures which will be followed to allow the participants to exercise this right. |
| Click or tap here to enter text. |
| 1. Indicate what will be done with the participant’s data and any consequences withdrawal might have on the participant, including any effect that withdrawal may have on the participant’s compensation or continuation of services (if applicable). |
| Click or tap here to enter text. |

# Benefits

|  |
| --- |
| 1. What are the potential social, cultural, and/or scientific benefits of this research? |
| Click or tap here to enter text. |
| 1. Are there any direct benefits to the participants? |
| Click or tap here to enter text. |

# Risk and Risk Mitigation

Minimal risk research is defined as “Research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in the aspects of their everyday life that relate to the research”

|  |
| --- |
| 1. In your opinion does the proposed research and research activities pose greater than minimal risk to participants? Provide a rationale for your justification in the textbox below. |
| No. The proposed research activities do not pose greater than minimal risks to participants. **Provide your rationale in the text box below.**  Yes. The proposed research activities pose greater than minimal risk to participants. **Provide your rationale in the text box below.**  Click or tap here to enter text. |
| 1. Include any physical risks, the a) the probability of the risk, b) the seriousness (magnitude) of the risk involved in participating in this study and c) a description as to how they how will they be mitigated. |
| Click or tap here to enter text. |
| 1. Include any social and psychological risks, the a) the probability of the risk, b) the seriousness (magnitude) of the risk involved in participating in this study and c) a description as to how they how will they be mitigated. |
| Click or tap here to enter text. |
| 1. Include any privacy risks, a) the probability of the risk, b) the seriousness (magnitude) of the risk involved in participating in this study and c) a description as to how they how will they be mitigated. |
| Click or tap here to enter text. |
| 1. Include any economic risks, a) the probability of the risk, c) the seriousness (magnitude) of the risk involved in participating in this study and c) a description as to how they how will they be mitigated. |
| Click or tap here to enter text. |
| 1. Describe any other ethical concerns which you believe might arise from this research. |
| Click or tap here to enter text. |
| 1. Provide a description of support mechanisms and available resources to participants who might be affected by this research. |
| Click or tap here to enter text. |

# Research Involving First Nations, Inuit and Métis Peoples

If you answer yes to any of the questions, your research might be considered to involve First Nations, Inuit and Métis Peoples. This determination will be made by the REB.

|  |
| --- |
| 1. Will this research be conducted on First Nations, Inuit OR MÉTIS land? |
| Yes  No |
| 1. Does this research include recruitment criteria where First Nations, Inuit and/or Métis identity is necessary for participation in the entire study or for a subgroup in the study? |
| Yes  No |
| 1. Does this research seek input from participants regarding a community’s cultural heritage, artefacts, traditional knowledge or unique characteristics? |
| Yes  No |
| 1. Will First Nations, Inuit and Métis identity or membership in an First Nations, Inuit and Métis community be used as a variable for the purpose of analysis of the research data? |
| Yes  No |
| 1. Will the interpretation of research results refer to First Nations, Inuit and/or Métis communities, people, language, history or culture? |
| Yes  No |
| 1. If you are conducting research involving First Nations, Inuit and/or Métis Peoples, do you wish to seek an exception for the community engagement requirement? |
| No. I am not seeking an exception to the community engagement requirement.  Yes. I am seeking an exception to the community engagement requirement. Provide your rationale in the textbox below.  Click or tap here to enter text. |
| 1. Describe how you have engaged, or intenD to engage the relevant research community involved in this study. If you have engaged, or intenD to engage the relevant research community, what form has or will it take? Check all those that apply and attach supporting documentation. |
| A preliminary or formal research agreement between the researcher and the responsibility body at the research site.  A written decision or documentation of an oral decision taken in a group setting to approve the proposed research or to decline further participation.  A written summary of advice received from a culturally informed advisory group or ad hoc committee (e.g. an urban community of interest).  Not Applicable. I am seeking an exception to the community engagement requirement.  Other: Click or tap here to enter text. |
| 1. Will the First Nations, Inuit and/or Métis community, participants or its representatives participate in the interpretation of the data and review of research findings before the completion of the final report and prior to dissemination of the research results? Elaborate in the textbox below. |
| Yes  No  Click or tap here to enter text. |

# Departures & Alterations from General Principles of Consent (Deception, Partial Disclosure and Exception to Prior Consent)

|  |
| --- |
| 1. Does the study involve any departures or alterations of consent? |
| Yes  No (Skip to the next section) |
| 1. Does this study involve any of the following deceptions, partial disclosures or exemptions to seek prior consent? |
| Research Involving Partial Disclosure  Research Involving Deception  Exception to the Requirement to Seek Prior Consent  Non-Covert Observational Research Without Seeking Participant Consent  Covert Observational Research Without Seeking Participant Consent |
| 1. Provide a detailed description regarding the deception involved or alternation of consent, including what information about the study procedures will be withheld from participants. |
| Click or tap here to enter text. |
| 1. Explain the rationale and/or methodological necessity for the deception. Specifically speaking, explain why the study cannot yield valid and useful data without the element of deception. |
| Click or tap here to enter text. |
| 1. Will there be a post-research debriefing for the study participants? If so, please outline your debriefing plans, if there will be no debriefing, please provide a rationale. The default for any research that involves deception, partial disclosure or an exception to the requirement of prior consent requires post-research participant debriefing. |
| Yes Click or tap here to enter text.  No |

# Conflicts of Interest

Conflict of interests may arise if a researcher has dual or multiple roles. For example, if a teacher is conducting research and seeks to recruit their own students as participants. Depending on the situation, it may be impossible or unreasonable to eliminate any perceived, potential or actual COIs. The researcher must be able to identify, mitigate and manage any COIs that might arise, that is satisfactory to the REB.

|  |
| --- |
| 1. Are you a Dawson researcher who will seek to recruit their own students and/or clients? |
| No  Yes |
| 1. Are you or any of the research team in a perceived, potential or actual conflict of interest? |
| No  Yes |
| 1. If you answered yes to any of the previous two questions, elaborate on how the conflicts of interest will be eliminated, mitigated or managed. |
| Click or tap here to enter text. |

# Research Data - Security, Storage, Management and Dissemination

“Confidentiality” refers to the information revealed by participants that holds the expectation of privacy. This means that the data collected will not be shared with anyone expect those named on this application.

“Anonymity of data” refers to information revealed by participants that does not have any distinctive character or recognition factor that cannot matched (even by members of the research team) to individual participants. Please note that any data collected using audio, video recording cannot be considered anonymous at the point of collection.

“Research data” refers to data that is collected and/or accessed and analyzed for the specific research purpose.

“Other study related documents” refers to documents that are not research data but were completed and used for the purpose of the study. Documents include signed consent forms, coded participant key list, signed participant incentive receipts, etc.

|  |
| --- |
| 1. What type of information will be collected in this study? |
| Directly Identifiable data  Indirectly Identifiable data  Anonymous  Other: Click or tap here to enter text. |
| 1. Describe any personal identifiers, either directly identifiable and/or indirectly identifiable that will be collected during the data collection phase (such as, participant names and contact information on consent forms, birth dates, student numbers, health insurance numbers, organizational names and titles.) |
| Click or tap here to enter text. |
| 1. Will any of these personal identifiers (directly identifiable and indirectly identifiable) be retained after the data collection phase? |
| Click or tap here to enter text. |
| 1. Will any personal identifiers will be retained once data collection is complete? If so, provide a detailed rationale explaining the necessity to retain this information. This includes the retention of master keys for coded participant lists that link participant unique study codes to identifiable names and/or data. |
| Yes  No  Click or tap here to enter text. |
| 1. How will the data collected during the course of the data collection phase be securely stored and managed? |
| Click or tap here to enter text. |
| 1. How will the research results be disseminated to participants, the academic community and/or the public? |
| Click or tap here to enter text. |
| 1. How long will the data be stored before it is destroyed, include a rationale for the research data length of retention. |
| Click or tap here to enter text. |

# Research Data Pathway Chart[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Who will have access to the research data and other study related participant information? | What identifiable information about participants will be known either directly (name, ID number, other.) or indirectly (date of birth, place of residence, job title, other). | Procedures used to ensure that study-related information will be kept protected, private, and secure from non-research team members. This includes research data plus other documents (e.g., signed consent forms, verbal consent logs compensation lists etc.). | Location where research data and other study-related participant information will be kept? |
| Recruitment Phase | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Consent Phase | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Data Collection Phase | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Data Preparation & Analysis Phase | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Data Transfer (if applicable) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Data Storage | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Dissemination of Research Findings | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Final disposition of study documents /Archiving/Destruction | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Appendices & Supporting Documents

If you want to add a document, click a row and then click on blue “+” icon. When submitting appendices and other supporting documents, be sure to use sequential file names (e.g. Appendix 1 – Protocol.pdf, Appendix 2 – Consent Form.pdf …)

|  |  |  |  |
| --- | --- | --- | --- |
| # | Document Type | File Name or Document Description | Version |
| # | Choose a document type. | Click to enter the document file name. | Click to enter the version # or date. |

# Other Comments & Notes

|  |
| --- |
| 1. IF you have any comments regarding your study that you want the REB to take into consideration, please mention them here. |
| Click or tap here to enter text. |

# Signatures

I agree to comply with the [**Dawson College Policy for the Ethical Conduct of Research Involving Humans**](https://www.dawsoncollege.qc.ca/wp-content/external-includes/spdocs/documents/bog-acadadm-02-dawson-college-human-research-ethics-policy.pdf) and the [**Tri-Council Policy Statement 2 (2022)**](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html)and with the ethical standards in my discipline or profession with research involving human participants.

I understand and agree that as part of maintaining ethics clearance and to remain compliant with the [**Dawson College Policy for the Ethical Conduct of Research Involving Humans**](https://www.dawsoncollege.qc.ca/wp-content/external-includes/spdocs/documents/bog-acadadm-02-dawson-college-human-research-ethics-policy.pdf) and the [**Tri-Council Policy Statement 2 (2022)**](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html):

• I will only commence research activities after obtaining ethics clearance from Dawson’s REB

• I will carry out research in a manner that was cleared by the Dawson College Research Ethics Board and submit request for study changes to Dawson’s REB prior to implementing changes to an ongoing study;

• I will report any adverse events to the REB as soon as possible.

• I will submit an annual renewal form and comply with any continuing review requirements outlined in the ethics certificate.

1. Adapted from McMaster University’s Research Ethics Board [↑](#footnote-ref-1)