

**RESEARCH INDUSTRY OFFICE
EMILY CARR UNIVERSITY RESEARCH ETHICS BOARD**



FORM 205.2 STUDENT RESEARCH ETHICS APPLICATION

This application form is for the discretionary use by instructing Faculty Members instructing courses that are approved by the ECU-REB. After the student completes it the instructing Faculty Member must review and sign it before submitting it to the ECU-REB review. The ECU-REB will not accept student applications directly from students. Handwritten applications will **not** be accepted by the ECU-REB. Once complete, the form can be delivered to the Research Ethics mailbox or to ethics@ecuad.ca. **Please do not ask the front desk or security staff to deliver ECU-REB or confidential materials.**

If the student's participant research extends beyond the scope of one course, the student is required to maintain the confidential materials during the transition between courses. Confidential materials (like signed consent forms or identifiable data) must be securely stored in a locked location on the university premises.

(ECU-REB Use Only) ▶ File #:	
Date Received:	Date Reviewed:
Reviewers:	
Status/Date:	

SECTION A – GENERAL INFORMATION

A1. PROJECT TITLE:				
A2. PROJECT DATES: (Commencement to Completion)				
A3. COURSE NAME & MNEMONIC:				
A4. RESEARCHERS:	Name	Faculty/Program	Phone	E-Mail
Principal Investigator (Instructing Faculty Member)				
Principal Student Researchers				
Other Researchers				
A5. PARTNERS:	Name of Contact Person for Partner Organization -	Partner Organization (name and address) -		
List the organizations or companies that will be involved in this research project. Include any agreements that are available.				

SECTION B – SUMMARY OF PROPOSED RESEARCH

<p>B1. RATIONALE Briefly describe the purpose and aims of the proposed research project in non-technical language.</p>		
<p>B2. METHODOLOGY: Check all that apply and describe sequentially how the various research procedures or methods will be used.</p>	<p>Check all that apply -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Questionnaire/survey (mail, email/web) <input type="checkbox"/> Questionnaire/survey (in person) <input type="checkbox"/> Interview(s) (telephone, skype) <input type="checkbox"/> Interview(s) (in person) <input type="checkbox"/> Secondary Data <input type="checkbox"/> Computer administered tasks <input type="checkbox"/> Ethnographic documentation <input type="checkbox"/> Observational field notes <input type="checkbox"/> Oral history <input type="checkbox"/> Focus Groups <input type="checkbox"/> Journals/diaries/personal correspondence <input type="checkbox"/> Photo/audio/video recording <input type="checkbox"/> Unobtrusive observations <input type="checkbox"/> Non-invasive physical measurement <input type="checkbox"/> Participatory design (probes, co-creation activities, storytelling) <input type="checkbox"/> Other 	<p>Describe -</p>

<p>B3.PARTICIPANTS: Indicate the groups that will be targeted in recruitment for participation in the proposed research.</p>	<p>Check all that apply -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Undergraduate students of Emily Carr University <input type="checkbox"/> Graduate students of Emily Carr University <input type="checkbox"/> Faculty or staff of Emily Carr University <input type="checkbox"/> The industry partners' employees or associates <input type="checkbox"/> Patients of a health care organization <input type="checkbox"/> Students of another educational institution (specify) <input type="checkbox"/> Members of specific groups or organizations (specify) <input type="checkbox"/> People who identify as Aboriginal <input type="checkbox"/> People who do not have full capacity to offer free and informed consent (describe) <input type="checkbox"/> Children or adolescents (specify) <input type="checkbox"/> Adults <input type="checkbox"/> Elders <input type="checkbox"/> Other (specify) 	<p>Describe any specific inclusion criteria (affiliations, gender, age ranges, capacity for consent, other) -</p>
<p>Describe any exclusion criteria –</p>		<p>What is the expected number of participants?</p>
<p>B4. RECRUITMENT & INCENTIVES:</p>	<p>Describe how the participants will be recruited. Attach any materials that might be used for recruitment (eg. Email texts, posters, flyers, advertisements, letters, telephone scripts). Describe the rationale for incentives offered to the participants –</p>	
<p>B5. SETTINGS OF RESEARCH:</p>	<p>Check all that apply -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emily Carr University <input type="checkbox"/> Community Site <input type="checkbox"/> School <input type="checkbox"/> Hospital <input type="checkbox"/> Company <input type="checkbox"/> Other 	<p>Specify the exact locations -</p>

B6. FEEDBACK TO PARTICIPANTS:	Describe your plans for providing or offering to share the results of your research with the participants. This might include invitations to final presentations or exhibitions or copies of publications –
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SECTION C – PROPOSED RISK / BENEFIT RATIO

C1. BENEFITS TO PARTICIPANTS:	Describe any known or anticipated direct or indirect benefits that the participants might gain from their participation in the research activities. This description should match the description on the invitations or consent materials –	
C2. BENEFITS TO SOCIETY:	Describe any known or anticipated direct or indirect benefits to the research community or society from the proposed research. This description should match the description on the invitations or consent materials –	
C3. RISKS: Indicate any risks that are likely to happen to the participants as a result of the research. Describe if the risks identified are greater or less than the risks that the participants might encounter in similar activities in their everyday lives.	Check any that apply - <ul style="list-style-type: none"> <input type="checkbox"/> Physical risks <input type="checkbox"/> Psychological or emotional risks <input type="checkbox"/> Social risks (including privacy issues, economic position, status, relations with others) <input type="checkbox"/> The research involves an element of deception (describe in detail) <input type="checkbox"/> The research involves the disclosure of information that is intimate or sensitive in nature <input type="checkbox"/> Other (describe) 	Describe –

C4. MITIGATING THE RISKS:	Describe how the researchers will mitigate the risks described above. Describe the resources that can be offered to the participants. Are the researchers are skilled and equipped to deal with the identified risks? –
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SECTION D – THE CONSENT PROCESS

<p>D1. CONSENT PROCESSES: Indicate and describe the consent materials and processes that will be used.</p> <p>The Template 201.1 Invitation / Consent Form, the Template 201.2 Media Release Form, and the Template 201.3 Online Survey Preamble can be modified to match the needs of the research.</p> <p>If other consent or release forms are used, explain in detail.</p> <p>Submit the modified consent forms along with this application.</p>	<p>Check all that apply -</p> <p><input type="checkbox"/> Information letter with a consent form</p> <p><input type="checkbox"/> Media release form</p> <p><input type="checkbox"/> Combined invitation and consent form</p> <p><input type="checkbox"/> Combined invitation, consent and media release form</p> <p><input type="checkbox"/> Assent processes for those who do not have the capacity to provide free and informed consent.</p> <p><input type="checkbox"/> Non-written consent (describe in detail)</p> <p><input type="checkbox"/> This research requires an exemption from the consent process (describe in detail)</p>	Describe –
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SECTION E – CONFIDENTIALITY & SECURITY

<p>E1. PRIVACY: Indicate the level of confidentiality built into the research design. Describe the rationale for the collection of identifiable research materials (data).</p>	<p>Check all that apply -</p> <p><input type="checkbox"/> Directly identifiable – the research materials (data) will identify specific participants through direct identifiers like name, phone number, address, social services numbers. (Describe)</p> <p><input type="checkbox"/> Indirectly identifiable - the research materials (data) can reasonably be expected to identify specific participants through a combination of indirect identifiers like place of residence and date of birth. (Describe)</p> <p><input type="checkbox"/> Coded – direct identifiers are removed from the research materials (data) and replaced by a code. There exists a possibility that with access to the code, it may be possible to re-identify the participant.</p> <p><input type="checkbox"/> Anonymized – the research materials (data) are irrevocably stripped of direct identifiers. There is no way to link a code to the data in the future.</p> <p><input type="checkbox"/> Anonymous – the research materials (data) never has identifiers associated with it (for example, anonymous surveys) and the risk of identification is very low.</p>	Describe -
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<p>E2. STORAGE AND HANDLING DURING RESEARCH:</p>	<p>If identifiable research materials (data) will be collected, describe in detail how these materials will be stored and handled during the course of research –</p>
<p>E3. STORAGE AND ACCESS AFTER THE CONCLUSION OF RESEARCH:</p>	<p>Research data and confidential materials will be submitted to the instructing Faculty Member at the conclusion of the project, for secure storage at Emily Carr University.</p> <p>If the researchers require that the data or confidential materials be stored or shared outside of the university following the conclusion of the research, describe these plans in detail –</p>
<p>E4. WITHDRAWAL:</p>	<p>Describe if there are any restrictions to the participants' right to fully withdraw their participation and data during the course or after the conclusion of the research activities –</p>

ATTACHMENTS

Ensure the following are submitted along with the application (all that apply)–

- TCPS:CORE (Course on Research Ethics) certificate of completion for the student researcher(s)
- The consent and media release forms that will be used in the proposed research activities
- A list of questions that will be part of interviews, focus groups or surveys
- A thorough description of the participant activity with specific probes or co-creation activities if they are proposed.
- Recruitment materials like wording for email/on-line invitations, or posters
- Agreements from partner organizations that describe their involvement in recruitment or supervision of research.

Signature (Student Applicant)	Date
Signature (Student Applicant)	Date
Signature (Faculty Member)	Date