EMILY CARR UNIVERSITY RESEARCH ETHICS BOARD (ECU-REB)

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

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B1. RATIONALE Briefly describe the purpose and aims of the proposed research project in non-technical language.		
B2. METHODOLOGY: Check all that apply and describe sequentially how the various research procedures or methods will be used.	Check all that apply - θ Questionnaire/survey (mail, email/web) θ Questionnaire/survey (in person) θ Interview(s) (telephone, skype) θ Interview(s) (in person) θ Secondary Data θ Computer administered tasks θ Ethnographic documentation θ Observational field notes θ Oral history θ Focus Groups θ Journals/diaries/personal correspondence θ Photo/audio/video recording θ Unobtrusive observations θ Non-invasive physical measurement θ Participatory design (probes, co-creation activities, storytelling) θ Other	Describe -

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B3.PARTICIPANTS: Indicate the groups that will be targeted in recruitment for participation in the proposed research.	Check all that apply - θ Undergraduate students of Emily Carr University θ Graduate students of Emily Carr University θ Faculty or staff of Emily Carr University θ The industry partners' employees or associates θ Patients of a health care organization θ Students of another educational institution (specify) θ Members of specific groups or organizations (specify) θ People who identify as Aboriginal θ People who do not have full capacity to offer free and informed consent (describe) θ Children or adolescents (specify) θ Adults θ Elders θ Other (specify)	Describe any specific inclusion criteria (affiliations, gender, age ranges, capacity for consent, other) -
Describe any exclusion criteria –		What is the expected number of participants?
B4. RECRUITMENT & INCENTIVES:	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 –	
B5. SETTINGS OF RESEARCH:	Check all that apply - θ Emily Carr University θ Community Site θ School θ Hospital θ Company θ Other	Specify the exact locations -

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 –

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 - θ Physical risks θ Psychological or emotional risks θ Social risks (including privacy issues, economic position, status, relations with others) θ The research involves an element of deception (describe in detail) θ The research involves the disclosure of information that is intimate or sensitive in nature θ 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? –	

SECTION D – THE CONSENT PROCESS

D1. CONSENT PROCESSES: Indicate and describe the consent materials and processes that will be used. 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. If other consent or release forms are used, explain in detail.	Check all that apply - θ Information letter with a consent form θ Media release form θ Combined invitation and consent form θ Combined invitation, consent and media release form θ Assent processes for those who do not have the capacity to provide free and informed consent. θ Non-written consent (describe in detail) θ This research requires an exemption from the consent process (describe in detail)	Describe –

SECTION E – CONFIDENTIALITY & SECURITY

E1. PRIVACY: Indicate the level of confidentiality built into the research design. Describe the rationale for the collection of identifiable research materials (data).	Check all that apply - θ **Directly identifiable** – the research materials (data) will identify specific participants through direct identifiers like name, phone number, address, social services numbers. (Describe) θ **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) θ **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. θ **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. θ **Anonymous** – the research materials (data) never has identifiers associated with it (for example, anonymous surveys) and the risk of identification is very low.	Describe -
E2. STORAGE AND HANDLING DURING RESEARCH:	If identifiable research materials (data) will be collected, describe in detail how these materials will be stored and handled during the course of research –	

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E3. STORAGE AND ACCESS AFTER THE CONCLUSION OF RESEARCH:	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. 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 –
E4. WITHDRAWAL:	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 –

DECLARATION FOR ALL APPLICANTS -

I will ensure that all participant research activities that are administered in this course will meet these Emily Carr University standards and any other legislation or professional codes of conduct that may apply. I have read the Emily Carr University Policy and Procedures 5.1 – 5. 2.1.

I have completed the TCPS2: CORE (Course on Research Ethics).

I will inform the ECU-REB of changes to participant research or any incidents relating to the participant research covered by this application in a timely manner.

Student - If the research extends beyond the scope of one course, I will maintain the confidential materials during transitions between courses and ensure that the new instructing Faculty Member approves this application before participant research activities resume. (Confidential materials must be securely stored in a locked location on the university premises.)

At the completion of the course-based participant research, I will submit the following documents to the ECU-REB office for secure storage:

- Signed **FORM 205.4 Completion of Student Research**;
- TCPS2:CORE certificates from the researchers;
- All of the signed consent forms and release forms;
- Any data that requires 5-year storage (or a statement indicating its secure location at the university);
- Any other pertinent documents or descriptions of changes to the original application, including any occurrences of adverse effects.

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