**Portage College Research Ethics Board**

***Application for Approval to Conduct Research on Human Subjects***

*The Portage College Board of Governors has established a policy concerning the use of human subjects in research, and the use of information about human subjects (Policies, Guidelines and Procedures Manual B.3.01). All internally generated research of this sort, or externally generated research projects using Portage College staff or students, must be approved by the Research Ethics Board before being carried out. This requirement is to ensure that the safety, privacy, and dignity of all subjects in such research are maintained. For more information, contact the Portage College Research Ethics Board.*

**Please submit documentation which addresses each of the issues on the following pages by email attachment to ethics@portagecollege.ca**

## Project Title and Proposed Dates

Title of Project:

Proposed Start Date:

Stages of Research Dates:

Proposed Completion Date:

## Investigator Information

Principal Investigator (Include Credentials):

Funding Sources:

Phone No.:

Email:

Fax No.:

Internet Address *(if applicable)*:

Address:

Street:

City:

Province:

Postal Code:

## Co-Investigator (s) Information

Co-Investigator (Include Credentials):

Role:

Phone No.:

Email:

Fax No.:

Internet Address *(if applicable)*:

Address:

Street:

City:

Province:

Postal Code:

Add Co-Investigator areas as needed to ensure information for all is included on application.

1. Executive Summary (200 words or less)
* Introduction(background)
* Materials and methods(how the research will be done)
* Anticipated results (what will be learnt)
* Expected benefits (why it matters)
1. Project Rationale

Please describe the research project. Address each of the following points:

* Background for the research, including purpose, and significance (why is it needed and what is its value)?
* Objectives
* Is this research is part of a broader project?
* What are the anticipated benefits?

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1. **Research Methodology**
	1. **Description of Participants**

Please provide the following concerning methodology and procedures to be used:

* participants or sample (describe ages, culture, and association, if applicable);
* Community consultation, if an Indigenous or other community is primary participant group; and participant recruitment. Research involving people of aboriginal (First Nations, Metis, or Inuit) descent may require additional community engagement. This is particularly the case for research that is performed on aboriginal lands, that targets aboriginal peoples, collects traditional knowledge. Such research must comply with Chapter 9 of the Tri-Council Policy Statement on: Ethical Conduct for Research Involving Humans. <http://bit.ly/1bnxQCu>

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* 1. **Data Collection**

Please provide details regarding data collection and storage methods;

* details about who will have access to the raw data;
* details about the disposition of data at completion of project;
* details about who will have access to the final report.
* Provide copies of all questionnaires, consent forms, and other forms used, as applicable.

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1. **Potential Harm to Subjects**

Describe the potential for physical and/or mental harm to the human subjects of the research project.If the potential risks are greater than that posed by normal everyday life, then address each of the following points:

* Potential for harm
* Justification of the risks in terms of the benefits of the research
* What measures will be taken to inform the participants of these risks (participants must be informed of the potential risks involved)
* What measures will be taken to minimize the risks involved
* What will be done to change or discontinue the research if unforeseen risks arise
1. **Ethical Issues and Potential Harm to Investigators**

Describe the potential for physical, mental harm and/or ethical issues related to the investigators.If the potential risks are greater than that posed by normal everyday life, then address each of the following points:

* Conflicts of interest
* Relationships between researchers and participants
* Risk of physical, psychological, social or economic harm
* Contingencies to change or discontinue the research in event of harm
1. Informed and Voluntary Consent

Please provide details in regards to the following:

* participants or their guardians must give fully informed and voluntary consent
* description of how the participants/guardians will be informed about the study
* how consent will be obtained
1. Anonymity and Confidentiality

Please provide details in regards to the following:

* Where possible, participants must be guaranteed anonymity, and their responses treated with confidentiality.
* Where exceptions must be made, participants must be informed of the degree of anonymity and confidentiality that will be assured, prior to being asked for consent, and such guarantees must be respected.
* Describe how anonymity and confidentiality will be ensured throughout the study and after it is completed. If exceptions are to be made, please explain thoroughly and provide rationale.
1. Researcher’s Supervisory Responsibility

Please provide details in regards to the following: The principal researcher(s) must ensure that all individuals under their supervision are fully instructed and competent to carry out their responsibilities and assignments, including ensuring that they are familiar with the Tri-Council policy on research ethics <http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf>

***Please note****: The Research Ethics Board may require further clarification or information about the application before it can arrive at a decision.*

# Principal Investigator’s Statement

I agree that any permission granted by Portage College Research Ethics Board to conduct the research identified herein shall apply only to the study or project described above. I will inform the Research Ethics Board if changes are made to research methods. I will contact the Research Ethics Board chair when data collection is completed, or if the research is not conducted.

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**Principal Investigator** *(please print)* **Co-investigator** *(please print)*

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Signature Signature

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Date Date