**Application for Departmental Ethics Approval for Research Involving Humans**

*Be sure to answer all questions. Enter “n/a” in those boxes that are “not applicable”—do not leave a blank. The proposed start date of the project will be no sooner than the date of approval by the Departmental Ethics Review Panel.*

***All research applications involving Indigenous communities, deception or vulnerable populations must be submitted to Research Ethics Board and cannot be approved through Departmental Ethics Review Panel.***

*Completed forms and appendices are to be sent to your Departmental Ethics Review Panel.*

A – CONTACT INFORMATION

A1 | Course & Section and Department/School

Course Project: Click here to enter text.

Proposed Start Date: Click here to enter a date. Proposed Completion Date: Click here to enter a date.

A2 | Instructor

Name: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

Department or Program: Click here to enter text.

Student Names: Click here to enter text.

B – ASSIGNMENT OVERVIEW

B1 | Description of the Research Assignment:

1. Provide a clear statement of the purpose and objectives of the course assignment.

Click here to enter text.

1. State the research question(s) to be explored.

Click here to enter text.

1. Provide a brief description of exactly what you will be asking your students to do.

Click here to enter text.

1. Provide a brief summary of the mode of inquiry for the research, methods of data gathering, and participants to be selected.

Click here to enter text.

1. Provide details on how and where data in various formats will be stored, who will have access to the data, and when and how it will be destroyed.

Click here to enter text.

C – RECRUITMENT AND CONSENT

C1 | Description of Sample/Participants/Populations

1. Describe how students will involve participants in the research and how they will be recruited.

Click here to enter text.

C2 | Benefits and Risks

1. Identify any potential or known benefits associated with participation in the research for both the students and participants.

Click here to enter text.

1. Does the study involve any of the following risks:
	1. A participant may feel demeaned or embarrassed during their participation in the research.
	[ ]  Very Unlikely [ ]  Possibly [ ]  Likely
	2. A participant may experience fatigue or stress due to the research.
	[ ]  Very Unlikely [ ]  Possibly [ ]  Likely
	3. A participant may experience any other emotional or psychological discomfort as a consequence of participation.
	[ ]  Very Unlikely [ ]  Possibly [ ]  Likely
	4. A participant may experience social risk, possible stigmatization, loss of status, privacy or reputation.
	[ ]  Very Unlikely [ ]  Possibly [ ]  Likely
	5. A participant may experience physical risk?
	[ ]  Very Unlikely [ ]  Possibly [ ]  Likely
	6. A participant may experience an economic risk (e.g. job security, job loss)?
	[ ]  Very Unlikely [ ]  Possibly [ ]  Likely
	7. If you indicated in items (a) to (f) that any risks are possible or likely, please explain what the risks are, how these will be minimized, and describe how you will respond if a risk of harm occurs (e.g. risk management or mitigation):

Click here to enter text.

1. Does this research study pose any risks to the students or participants?

 [ ]  Yes [ ]  Possibly [ ]  No

If yes or possibly, please explain what the risks are, how these will be minimized, and describe how you will respond if the risk of harm occurs (e.g. what is your plan):

Click here to enter text.

1. Does the research study or involve individuals from a different cultural, religious or ethnic group?

 [ ]  Yes [ ]  Possibly [ ]  No

If yes or possibly, please explain what the risks are, how these will be minimized, and describe how you will respond if the risk of harm occurs (e.g. what is your plan):

Click here to enter text.

C3 | Informed Consent

1. Informed Consent Process
	1. How will students obtain informed consent of the participants (e.g., for interviews, questionnaires, focus groups)?

Click here to enter text.

* 1. Describe what will be told to participants about their right to withdraw at any time?

Click here to enter text.

## Will students be able to ensure anonymity of the participants?

##  [ ]  Yes [ ]  No

## If No, explain why:

## Click here to enter text.

* 1. What role will you as the instructor play in ensuring the research assignment is conducted with minimal risk and in the manner described in this form?

Click here to enter text.

* 1. Are there limitations to ensuring anonymity where group activities are employed? (e.g. focus groups)

[ ]  Yes [ ]  No

If No, explain why:

Click here to enter text.

If Yes, please explain the limitations due to group activities:

Click here to enter text.

C4 | Use and Disposal of Data

1. Use of Data
2. What use(s) will be made of the data?

Click here to enter text.

1. How will the data be disposed of?

Click here to enter text.

D – AGREEMENT AND SIGNATURES

As the Instructor, I affirm that:

* The research will be conducted in accordance with North Island college regulations, policies and procedures governing the ethical conduct of research involving human participants.
* The conduct of the research will not commence until ethics approval has been granted.
* The researcher(s) will advise the Chair of North Island College Research Ethics Board if the research protocol is modified.

*Instructor Date*