**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

Student Name: Click here to enter text.

Student Email: Click here to enter text.

Course: 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.

Department/Program: 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 your research assignment.

Click here to enter text.

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

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 about what you will do with the data after the assignment is completed 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 you 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 by your participants.

Click here to enter text.

1. Does the research assignment 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:

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 you obtain informed consent of the participants for interviews, questionnaires and 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 you be able to ensure anonymity of the participants?

## Yes No

## If No, explain why:

## Click here to enter text.

1. Please attach a copy of your consent letter.

D – AGREEMENT AND SIGNATURE

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.

*Student Date*