**STFX Research Ethics Board (REB) Application Form**

**Undergraduate Honours Thesis Submissions ONLY**

**Department / program:**

**Project Title:**

**Student Name:**

**Student Email:**

**Supervisor Name:**

**Supervisor Email:**

**Start Date:**

**End Date:**

**Keywords (maximum 5):**

**1. Instructions for Honours Students**

In accordance with Tri-Council policy, the University Research Ethics Board must approve all Honours students’ research with human participants. Honours students complete and submit their application (using this form) to their departmental or program REB first. Upon completion of its review and with the signature of the chair of the Departmental Research Ethics Review Committee, the student forwards one copy of the file and related information through the [**ROMEO system**](https://www.stfx.ca/research/romeo-researcher-portal) for final deliberation and approval.

This two-part process is intended to recognize departmental expertise in subject areas and to meet Tri-Council guidelines. The StFX REB does not wish to delay Honours students’ research, so every effort is made to review these projects in an efficient manner. However, special attention will be paid to research projects involving high risk and/or particularly vulnerable groups of participants.

**Other Undergraduate Research**: Ethics approval for other undergraduate research and for course-based
research will continue to be reviewed at the departmental level only.

**Please note the following:**
1. Please ensure all attachments to your application are included in **a single PDF document** and all pages **numbered consecutively.**
2. Incomplete applications will be returned and may not be considered if submitted after the deadline.
3. The REB endeavors to review applications in a timely fashion.
4. The REB operates within the Tri-Council Policy Statement Guidelines.  Please consult these for detailed discussion on the various ethical issues raised.
5. Suggestions about the preparation of Invitations to Participate and of Consent/Assent Forms are provided in a separate document titled [Guidelines and Examples for Invitation to Participate and Consent Forms](http://www2.mystfx.ca/research-ethics-board/forms-and-templates).

It is important to ensure that your submission is **free of spelling, grammatical and typographical errors**. Applications found to contain multiple errors may be returned to the researcher for revisions prior to being reviewed by the board.

**2. Other REB Approvals**

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Answer** |
| 2.1  | Will application for ethical approval of this research be required from other Research Ethics Boards, in addition to StFX REB? |  |
| 2.2  | If Yes, to which REBs do you plan on submitting and in what time frame?  |  |
| 2.3  | Have you already submitted an application to another REB for this project?  |  |
| 2.4  | If Yes, have you received approval for this project? |  |

**3. Research Methods**

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| **#** | **Question** | **Answer** |
| 3.1  | Provide the research topic. |  |
| 3.2  | Literature Review: provide a brief critical summary of the relevant research literature. |  |
| 3.3  | Reference List |  |
| 3.4  | Provide the design of the study and research methodology. |  |
| 3.5  | Detail the research methods to be used.  |  |
| 3.6  | Research methods rationale & dissemination. |  |

**4. Participants**

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Answer** |
| 4.1  | Describe the participant population; who will the participants be? |  |
| 4.2  | What is the approximate number of participants?  |  |
| 4.3  | How large a group will the participants be selected from? |  |
| 4.4  | How will your participants be selected? |  |
| 4.5  | Provide specific details about the recruitment process. |  |
| 4.6  | Is there a relationship (for example, supervisory, teacher/pupil) between you and the participants in your study? |  |
| 4.7  | If Yes, what is the nature of that relationship? and does it involve a difference in power (e.g., do any of the participants report to you, or are you involved with decisions affecting their careers)? |  |
| 4.8  | Indicate any possible conflicts of interest or other ethical difficulties that could exist or arise as a consequence of the nature of the proposed participants, and describe the steps you will take to overcome such problems. |  |
| 4.9  | How will you make sure that participants know their involvement is voluntary? |  |
| 4.10  | Is the research to be carried out within an organizational setting such as a school board, government department, or private company?  |  |
| 4.11  | If Yes, provide a copy of your letter requesting permission to carry out the research in this setting or provide any explanation for the REB of why such approval will not be sought.  |  |
| 4.12  | If you do not intend to use an Invitation to Participate Form, how will the nature and purpose of the research be explained to the participants? |  |
| 4.13  | Transcriptions of Interviews or of Group Discussions: Will any information provided by participants (e.g., in interviews) be transcribed by someone other than you? |  |

**5. Additional Information**

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| **#** | **Question** | **Answer** |
| 5.1  | Plain Language Usage: What is the estimated literacy or grade level of your participants? |  |
| 5.2  | If there is reason to believe that reading comprehension could be an issue, explain your reasons for believing that the information provided will be readily understood by the target population. |  |
| 5.3  | Deception: Does your research involve deception?  |  |
| 5.4  | If Yes, explain why it is necessary for your research and how it will be explained to the participants that deception has been involved. |  |
| 5.5  | Recompense for Research Participants: Will participants be offered recompense (e.g., money, vouchers, grade credits) for their participation in your study? |  |
| 5.6  | If Yes, please explain why. |  |
| 5.7  | Potential Benefits: If there are benefits associated with the research for either the participant, a specific group within society, or society as a whole, please describe / explain in as much detail as possible. |  |
| 5.8  | Costs for Participants: For research where there are potential costs - physical, psychological, or social - for the participants other than those of time or effort, please describe. |  |
| 5.9  | Are there other issues related to your understanding of the Tri-Council policy statement that are not described above?  |  |
| 5.10  | Distribution of Findings to Participants: Do you intend to make the results of your research available to those who participated in your study?  |  |

**6. Program Review | Evaluation**

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| **#** | **Question** | **Answer** |
| 6.1  | Does your research involve the review of an existing program?  |  |
| 6.2  | If your application involves program review or an examination of quality assurance, please indicate for the REB your reasons for believing that the research requires ethical review. |  |
| 6.3  | Will the results of this evaluation study be made available to the research community?  |  |
| 6.4  | If Yes, how will this be completed?  |  |

**7. Funded Research**

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| --- | --- | --- |
| **#** | **Question** | **Answer** |
| 7.1  | Is your research being funded or financially supported?  |  |
| 7.2  | If Yes, provide the sponsor/agency/funder name and program. |  |
| 7.3  | What is the EXACT title of the project associated with the funding application? |  |
| 7.4  | Name of Principal Investigator for whom the award was granted (if not yourself). |  |
| 7.5  | Date when the funding was granted? |  |

**Invitation to Participate and the Consent/Assent Form**

* Include with your application copies of all letters of invitation to participate and of consent/assent forms.
* The REB recommends that all the background information be supplied in the Letter of Invitation and that the actual Consent/Assent Form be very brief.
* The REB asks that you use headings within the body of the Letter of Invitation as an aid to clarity of communication. A list of headings the REB would like to see is provided in [Guidelines and Examples for Invitation to Participate and Consent Forms](http://www2.mystfx.ca/research-ethics-board/forms-and-templates).

**List the titles of all documents / files attached, grouped as a single PDF (such as Consent Form, Survey, Recruitment Poster).**

**\*\*A signature from the Chair of the Departmental or Program Research Ethics Committee (REC) is required once the application has been approved and before it is submitted to the University REB through Romeo\*\***

**REC Chair’s name (Printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REC Chair’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**