*Revised February 2020*

*This file may be edited by the applicant to provide additional space for answers.* ***Please insert your answers in bold.***

File No.

Department of Psychology

ETHICS REVIEW FORM

The questions on this form are of a general nature, designed to collect the most pertinent information about a proposed project in the largest number of cases. They may not ask the most pertinent questions about your proposal, however. It is the responsibility of the investigator to provide the Ethical Review Committee with all the information which is directly relevant to the ethical evaluation of the proposal. The ethical standards of the Canadian Psychological Association and the American Psychological Association should be consulted in this regard.

1. Indicate the type of project: faculty project [ ]  thesis [ ]

honours project [ ]  grant proposal [ ]

other (describe) [ ]  class/course project [ ]

1. Will the participants in your study be unaware that they are participants? YES NO
2. Will information about the participants be obtained from sources other than the participants themselves? YES NO
3. Are you and/or your associate(s) in a position of power vis-à-vis the participants?

(e.g., professor/student; therapist/client). YES NO

1. Is there a possibility that a participant’s identity can be determined by someone other than the investigator (e.g., is non-coded information to be given to third parties? Would dissemination of findings interfere with confidentiality)? YES NO
2. Does the study involve physical stress, or the participant’s expectation thereof, such as might result from heat, noise, electric shock, pain, sleep loss, deprivation of food or drink, drugs, alcohol? YES NO
3. Is there any threat to the physical safety of participants such as faulty electrical equipment, lack of oxygen, falls, possible hearing or vision loss, etc.? YES NO
4. Does the study involve participants who are not legally or practically able to give their valid consent to participate (such as children, prison inmates, or patients dealing with mental illness)? YES NO
5. Are there aspects of the study (e.g., instructions, stimuli, or manipulations) that might cause participants to experience anxiety, embarrassment, distress, or some other negative state?

 YES NO

1. (a) Does your study use email to collect information from participants? YES NO

 (b) If YES, is the appropriate warning regarding email security provided? YES NO

1. (a) Does your study use the internet to obtain information from participants? YES NO

 (b) If YES, is it through a secure (https) connection? YES NO

 If your study uses email or the internet to collect information (i.e., you answer YES to 10(a) or 11 (a) then Question 8 on the REB form (Private Information) should be used to provide the details as necessary, either by describing the procedures used and/or referring to the relevant research materials (e.g., instructions that direct participants to a secure web site).

1. Provide here additional details pertaining to any checklist question answered with a “YES.”
2. Departmental policy specifies that participation should be an educational experience for the participants whenever possible. What positive steps will you take in these regards? What will you do to help them learn from their participation (e.g., about research methodology, or the problems you are investigating)? (Do not duplicate information which will be provided in question number 9 of the UNB-REB form. Refer the reviewer to that answer if no additional measures are planned.)
3. Where will the study be carried out?
4. (a) Do you intend to use the Psyc 1000 Participant pool? YES NO

(b) If yes, approx. number of participants x hours per participant

 = Total participant hours

1. Has this project been peer reviewed? YES NO

If so, indicate by which process: Departmental committee [ ]  Supervisory committee [ ]

External granting agency peer review [ ] (name of agency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other [ ] (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective September 1st, 2007, undergraduate and graduate students using the ethics application process at the University of New Brunswick for the first time are required to complete the ethics tutorial at the following web page***:*** <https://ethics.gc.ca/eng/education_tutorial-didacticiel.html>***.***Upon completion of the tutorial, a copy of the certificate of completion must be attached to all subsequent ethics applications.

Certificate of completion attached: Yes [ ]  Not applicable [ ]

We the undersigned, agree to abide by the ethical standards of the Canadian Psychological Association and by the procedures established by the Department of Psychology for research with human participants.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator Supervisor (if student research)

|  |
| --- |
| Please submit *one copy* of the proposal with original signatures and supporting documents to the Chair, Ethical Review Committee (ERC), Department of Psychology. Also attach a completed *Application for Review of Research Involving Humans* for the UNB-REB. Note that only one copy is necessary for review within the Department of Psychology, however, the University Research Board (REB) requires *two copies* of the application form and attachments (see page 3), so that you will need to make an additional copy for evaluation by the UNB-REB (once departmental approval is received). No extra copy of the application for external funding or a thesis proposal (where applicable) is needed, however.  |

**INSTRUCTIONS FOR APPLYINGFOR REVIEW OF RESEARCH INVOLVING HUMANS**

**REVISED August 2017**

**DO NOT ATTACH THIS SHEET TO YOUR APPLICATION**

**Application:** The application form that follows is an MS Word file that may be edited by the applicant to provide additional space for answers. **It is helpful if material inserted by the applicant is in bold type. Handwritten applications are not acceptable. On the Fredericton campus, completed applications and attachments should be submitted to the Renée Audet-Martel, REB Coordinator, Office of the Vice President (Research); on the Saint John campus, submissions should be sent to Judith Arseneau, Secretary to the UNBSJ REB, c/o Office of Research Services, Hazen Hall, Room 321A.**

**Number of copies required:**

Two (2) copies of the application form (**1 with original signatures** and 1 copy)

One (1) copy of an application for external funding (where applicable);

One (1) copy of a thesis proposal (where applicable); and

Two (2) copies of all other attachments.

Applications that do not meet this requirement will be returned as incomplete.

**Required attachments:** Consult the checklist for a complete list of documents that may be required to be attached to your application.

**Electronic Text of Summary:** The Research Ethics Board requires submission, by e-mail, of a copy of the Summary of the proposed research (Item 1 on the application form). On the Fredericton campus, this e-mail should be addressed to the Renée Audet-Martel, REB Coordinator, at ethics@unb.ca; on the Saint John campus; it should be addressed to Judith Arseneau, Secretary of the UNBSJ REB reb@unb.ca.

**Required Signatures:** Please ensure that all required signatures are provided and original. **In particular, note the requirement for approval by your academic unit.**

**Incomplete applications:** Incomplete applications will be returned to the applicant without review.

**Assistance:** For assistance in submitting an application for review consult the Chair of the REB on your campus.

**Annual and Final Reports:** Forms on which to submit annual and final reports on approved research projects are found on the [REB Website](http://www.unb.ca/research/vp/ethics.html). Annual reports are due on 15 January of each year, provided that this date is at least six months after the date of project approval. Final reports are due 90 days after project completion.

**A Note about Review Procedures**

Applications for research projects which involve no more than minimal risk of harm to research subjects, and which do not involve deception or incomplete disclosure, will normally receive delegated review. Projects ineligible for delegated review, or for which approval was not granted as a result of the delegated review process, are reviewed by the full REB. The status of your application at any time may be determined from the REB secretary on your campus.

**FOR REB USE ONLY: File No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  Date Complete App’n. Rec’d: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Approved/Approved with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Modification/Rejected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

…………………………………………………………………………………………………..

**University of New Brunswick**

**Application for Review of Research Involving Humans**

Principal Investigator(s): Name(s); Academic Status (Faculty, Undergraduate Student or Graduate Student); Academic Unit, e-mail Address, Office Telephone, Home Telephone:

Title of Proposed Research:

|  |
| --- |
|  |

Commencement Date:       Completion Date:

Co-Investigator(s): Academic Unit, e-mail address, Office Telephone

Supervisor(s) (if Principal Investigator is a student); Academic Unit, e-mail address, Office Telephone:

**The undersigned parties certify that they have read, and undertake to comply fully with, the Tri-Council Policy Statement “Ethical Conduct for Research Involving Humans.” (*Original signatures required*)**

Principal Investigator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Investigator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The undersigned certifies that the proposed research has been reviewed by, and is acceptable *in all respects*****to, the academic unit(s) responsible. (*Original signature required*)**

Dean/Director/Chair(s) Typed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted to the REB:

**1.** **Summary:**Provide here, in approximately 300 words, a summary of the proposed research, indicating clearly the role of the research subjects and any procedures to which they will be subjected.

 **2.** **Risk:** In your opinion, does this research pose more than minimal risk (Tri-Council Policy, Chapter 2, Section B) to participating subjects? ***Yes*** ***No***

If yes, provide herea statement that describes in detail the aspects of the research procedure that pose a risk to subjects, and provide your assessment of the risk of harm (probability and severity). Note that not only physical injury but also anxiety or embarrassments are included in the concept of harm. Describe means adopted to minimize risk, and means (such as provision of counseling) to deal with harms, which subjects may experience. Describe as well the potential benefit, which will result from this research, which justifies the above risk of harm.

 **3.** **Deception:** Does this research involve deception or partial disclosure? ***Yes*** ***No***

If yes, refer to the Tri-Council Policy, Chapter 3, specifically Article 3.7 and subsequent commentary, and provide here an explanation of how you plan to comply with the requirements of that Section for debriefing. Describe as well the potential benefit, which will result from this research, which justifies waiving the normal requirements for full disclosure.

 **4.** **Funding:** Has funding been received for this research? ***Yes*** ***No***

 If yes, ***from*** what agency and for what period?

If yes, ***from*** what agency and for what period?

 **5**. **Research Subjects:**

**5.1 Number of Subjects:**How many subjects will participate in this research?

**5.2 Recruitment:** How will they be recruited, and from what population?

 **6. Informed Consent:**

**6.1 Informing Subjects:** How will the nature of the research be explained to potential subjects, in compliance with Chapter 3, specifically article 3.2 and the subsequent commentary of the Tri-Council Policy? Attach a copy of any document(s), such as an explanatory letter,to be used for this purpose.

 **6.2 Consent:** If written evidence of informed consent will be obtained, attach a copy of the consent form. (See Requirements for Informed Consent Forms.)**If written evidence of informed consent will not be used, explain here, in detail, how you intend to comply with the requirements of Chapter 3, Article 3.12 and the subsequent commentary of the Tri-Council Policy**:

 **6.3 Children as Research Subjects:** If the proposed research involves children as subjects, provide here a statement indicating how compliance with Chapter 3, Section C, and specifically with Articles 3.9 and 3.10 of the Tri-Council Policy, will be achieved.

**6.4 Incompetent Adults as Research Subjects:** If the research involves adults of diminished competence as subjects, provide a statement indicating how compliance with Chapter 3, Section C, and specifically with Articles 3.9 and 3.10 of the Tri-Council Policy, will be achieved.

**7.** **Inducements:** Will anyinducements (money, grade points, etc.) be offeredto encourage participation? ***Yes*** ***No***

If yes, indicate herehow compliance with Chapter 3, Article 3.1 and the subsequent commentary of the Tri-Council Policy (concerning voluntariness)will be achieved. If academic rewards are to be used, give details of alternative means of achieving equivalent rewards.

**8.** **Private Information:** Does the proposed research involve accessing identifiable personal information about subjects by means of surveys, questionnaires, etc.? ***Yes*** ***No***

If yes, indicate here, in detail, how you propose to meet the requirements of the Tri-Council Policy, Chapter 5, Section B and C. A copy of any questionnaire, survey document or interview schedule to be used should be attached as well.

**9.** **Feedback:** Describe the measures, which you propose for providing feedback to research subjects concerning the outcome of the research.

**10.** **Data Security:** Describe the measures, which you propose for ensuring the security of any identifiable personal data, which will be retained after completion of the research.

**11.** **Continuing Review:** All research requires brief annual reports and a brief report upon completion of the research. Suitable report forms are included at the end of this file. **Research involving more than minimal risk may require additional measures for continuing review.** If your research involves more than minimal risk,describe here the measures you propose for facilitating continuing review of this research, in compliance with Article 2.8 of the Tri-Council Policy.

**12.** **Additional Information:** Please feel free to append any additional information, which you feel may be helpful to the REB in evaluating this application.

**Checklist for Attachments toApplication for Review of Research Involving Humans**

**For items that are attached, indicate X; for items that are not applicable, indicate N/A.**

**Provide the following attachments where applicable:**

|  |  |
| --- | --- |
| **X or N/A** |  |
|       | **Where the academic unit responsible for the research has a process of formal ethics review,** a copy of the approval notice from that process, together with any substantive comments provided by the reviewers. |
|       | **If external funding has been sought or obtained** for this research, **one copy only** of the complete application form as well as **two copies** of any reviewers’ comments which have been received. |
|       | **For student research**, one copy ofthe full research proposal if one has been submitted to the relevant academic unit. |
|       | **A copy of any proposed information letter and/or informed consent form.** (Do not duplicate if already included in above material.) |
|       | **A copy of any questionnaire(s), survey documents or interview schedules** to be used in the research. (Do not duplicate if already included in above material.) |
|       | **A copy of any debriefing material to be provided to subjects.** |
|       | **For research under the jurisdiction of more than one institution**, an indication of which other REBs will review the research, and the results of such review if available (see Tri-Council Policy, Chapter 8, Section A). |
|  | **For all research (including student research) that exceeds minimal risk, which has not been approved by a sanctioned peer review process**, the applicant must recommend two reviewers competent to undertake a “scholarly review” of the proposed research. “Scholarly review” in this context refers to the process of determining whether the design of the research project is capable of addressing the questions being asked in the research. |
|       | **In all cases,** a full description of the proposed research, if this is not already contained in the material listed above. |
|       | **In all cases,** anelectronic text version of the Summary (Item 1 on the application form), via e-mail to ethics@unb.ca on the UNBF campus or to reb@unb.ca on the UNBSJ campus. |

**Please append this checklist to the application form.**

**REQUIREMENTS FOR INFORMED CONSENT FORMS**

**DO NOT ATTACH THIS DOCUMENT TO YOUR APPLICATION**

The purpose of an Informed Consent Form is to help to inform the potential research subject about the research and to document the subject’s informed agreement to participate. One copy should be given to the research subject, and a copy signed by the subject should be retained in the researcher’s files.

**An Informed Consent Form must be written in language that the potential subject can understand. It must contain at least the following information:**

* A statement identifying the researcher(s). This statement should indicate their affiliation with the University of New Brunswick, and how they may be contacted.
* For student research, the name, affiliation and telephone number of the student's supervisor(s).
* A statement identifying a person not directly involved in the research, for example the Department Chair or Faculty Dean, who may be contacted should the subject have concerns about the research.
* A statement that the reader is being invited to participate in research.
* A clear statement of the purpose of the research.
* A full description of the procedures to be followed in the research (e.g. what is expected of participants, what they will be asked to do, what data will be collected).
* The period of time required for subject participation.
* A statement indicating that participation is voluntary, and that subjects are free to withdraw from the research, and to withdraw any data pertaining to themselves, at any time, without penalty.
* A statement indicating how subjects may receive information as to the outcome of the research.
* Where applicable, a clear description of any potential discomforts and/or risks associated with participation in the research.
* Where applicable, a clear description of the potential benefits of the research, whether to the subject or to others.
* Where applicable, a statement concerning recording of subject participation (audio tape, video tape, photographic records, electronic data recordings, etc.); who will have access to the records, security provisions in storage, possible use in publication, and when they will be erased or destroyed.
* Where applicable, a statement concerning compensation for any injury incurred while participating in the research.
* Where applicable, (for any research involving questionnaires or interviews), a statement informing subjects that they may decline to answer specific questions.
* Where applicable, a statement indicating how confidentiality will be protected.
* Where applicable, a clear explanation of any inducements offered for participation, and of the consequences (if any) on those inducements if the subject withdraws before the research is completed.

**Children as Research Subjects:**

A parent or legal guardian must provide signed written consent for the participation of children in research. As well, assent of the child is normally required where the child is old enough to understand, and evident dissent is always an indication that the child’s participation in the research should be terminated.

**When participants under nineteen are considered by the applicant to be competent to consent without parental involvement, the applicant must provide justification for this conclusion.**

**Incompetent Adults as Research Subjects:**

For research involving adults of limited competence, signed written consent must be provided by an authorized third party. As well, assent of the subject is normally required, and evident dissent is always an indication that participation in the research should be terminated.

(Sample consent forms consistent with the requirements of the TCPS Policy exist on the Queen’s University website: <http://www.queensu.ca/ors/researchethics/GeneralREB/forms/loiancf.html>)