**UNDERGRADUATE STUDENTS ETHICS APPLICATION**

**Faculty of Arts Research Ethics Committee**

Please attach the following to your application as separate documents:

1. Your course outline
2. Descriptions of all assignments potentially involving research with human participants
3. Copy of the instructor completed TCPS2 Core Tutorial certificate
4. consent form template and supporting documentation (e.g. interview guide, recruitment materials, etc.)

**Note: The information in these appendices does not replace your answers to the questions below.**

1. Please describe the topic of your research.

Click or tap here to enter text.

1. Please list potential types of research participants (e.g. fellow students, members of the public, workers at an organization), and describe the range of methods by which they will be recruited. Include as much information as possible about the mechanism of recruitment (e.g. posters, email messages), methods of recruitment (e.g. snowball sampling methods), and recruitment message content.

Click or tap here to enter text.

1. Please describe the methods and procedures to be used with particular emphasis on the perspective and experience of research participants and any others potentially affected by the research. Provide as much detail as necessary to enable consideration of risks to participants.

Click or tap here to enter text.

1. Please describe the potential risks to participants. Describe the measures that will be taken to minimize risks. If participant confidentiality and anonymity are among the methods used to minimize risk, describe these measures in response to question #6.

Click or tap here to enter text.

1. Informed consent:
2. Will potential participants be recruited through pre-existing relationships? If so, could participants be in a situation or power relationship in which they feel coerced to participate? Could research situations limit participants’ ability to carefully assess the risks and expectations? If so, what will be done to ensure participants are freely and fully informed before participation, and there is no undue pressure to participate?

Click or tap here to enter text.

1. How is consent to be indicated and documented? (e.g., by signing a consent form, by completing a survey following the research information, by replying to an emailed consent form, by a verbal response to research information read out loud, etc.)

Click or tap here to enter text.

1. Will the study involve any participants who might not be capable of providing informed consent?

Click or tap here to enter text.

1. Describe the circumstances and limitations of data withdrawal from the study, including the last point at which it can be done. Participants’ data withdrawal deadline should be set at a reasonable time before the assignment deadline. Some situations may make it difficult or impossible to withdraw after the data is initially gathered (e.g., international research, some online surveys, etc.)

Click or tap here to enter text.

**Note: Even if participants will not be signing a consent form, we strongly recommend that students use the CFREB consent form template. Please ensure consent documents name and identify the researchers as students in your course in the Faculty of Arts. Please also include the name and contact information of your instructor.**

1. How will confidentiality of data be maintained? In cases where data will be anonymous, how will anonymity be maintained?

Click or tap here to enter text.

**Note: There may be situations in which participant anonymity might be impossible to ensure (e.g. small sample size, other focus group members, video made public), or in which participants wish to be cited by name.**

1. Data access, storage, withdrawal :
2. Who will have access to the raw data?

Click or tap here to enter text.

1. Where will the raw data be stored securely?

Click or tap here to enter text.

Participants’ data withdrawal deadline should be set at a reasonable time before the assignment deadline. Some situations may make it difficult or impossible to withdraw after the data is initially gathered (e.g. international research, some online surveys).

Data retention and destruction:

Following completion of the course, *data collected in fulfillment of course requirements should only be used within the parameters of the course*. Dissemination of information must not be for scholarly research purposes (e.g. publishing in an academic journal, presenting at a research conference). If there is interest in using this information for scholarly research purposes, an application to the CFREB is required.