

Application for Ethical Review of Human Research

Instructions

1. Use this form to request ethical review for research involving human participants.
2. Save and complete this form on your computer. Submit the completed form as an email attachment together with supporting materials (questionnaire instruments, interview questions, consent forms, recruitment materials, etc.) to Dr. Craig Hart, Head, Applied Research, Craig.Hart@norquest.ca.
3. Please contact Dr. Craig Hart by email or by phone (780-644-6259) if you have any questions regarding the ethics review process or application.

Section One: Applicant Information

Lead Investigator's Name _____

Email _____

Phone _____

Department or Program _____

Division _____

Institution _____

Mailing Address _____

Are you (please check all that apply):

- Faculty Staff Ph.D. Candidate Masters Student
 Aboriginal Community-/Organization-based researcher

Other Investigators

Name	Institutional Affiliation and Department	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

I certify that I have read and understand the policies, procedures, and guidelines developed by NorQuest College for ensuring ethical conduct in research and that I intend to comply fully with the letter and spirit of those policies, procedures and guidelines; that all the information I have included in this application is, to the best of my knowledge true; and that I have not knowingly omitted any information from this application that is relevant to the task of the NorQuest College Research Ethics Review Committee. I further acknowledge my responsibility to report any significant changes in the project and to obtain written approval for those changes, as required by relevant College policies, procedures and guidelines, prior to implementing those changes.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Section Two: Project Information

Project Title _____

Start Date (Projected) _____ End Date (Projected) _____

Institution(s) at which research will be conducted:

Describe ethics approval applied for/received at other institutions:

Funding sources:

Obtained _____

Applied for _____

Not applicable _____

Section Three: Project Details

1. Please provide a short summary of the project, focusing on the research rationale and research objectives/hypotheses.
2. Describe the source, number, age range, and type of research participants that will be sought.
3. If your research project focuses exclusively on the knowledge of Aboriginal participants, please explain how your research reflects an understanding and respect for Aboriginal world views.
4. Describe the manner in which participation will be solicited and the nature of any inducements or promises offered for participation.

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5. Describe how you will address issues of informed consent and continuing voluntary participation in the research project. For minors, describe how you will obtain consent of guardians. Include procedures for individuals to discontinue their participation.

6. Describe how you will grant anonymity to participants and how participants' responses will be kept confidential. If appropriate, describe how consent is obtained from participants for exceptions to anonymity/confidentiality safeguards (e.g. focus groups).

7. Describe the nature of any risk to the physical or psychological well-being or integrity of participants that might arise from your procedures, and discuss your justifications, safeguards, and resolutions for minimizing these risks where appropriate.

8. If concealment of the hypothesis or deception of participants is to be employed, provide explicit justification. Indicate how and when participants will be informed of the concealment and/or deception.

9. If names or other identifying information are coded with data, describe how access to data will be limited and safeguarded.

10. Describe your plan for the retention and disposal of data (e.g. provide location and security level of storage). NorQuest College requires raw data to be kept for a minimum of 3 years. Indicate who will have access to the data.

11. Describe the procedure(s) used to collect the data.

12. Describe the procedures to analyse the data. Please be sure to address analysis of each type of data collected (e.g. visual, verbal).

13. Indicate when participants will be debriefed and describe the nature and extent of debriefing.

14. Indicate how participants may follow up with researchers to ask questions or obtain information about the study.

15. Describe plans for the dissemination of research results.

16. Indicate all documents submitted with this application.
 - Participant Consent Form
 - Questionnaire or Survey Items
 - Ethics Approval from Other Institutions
 - Information Sheet for Participants
 - Interview Script/Focus Group Questions
 - Advertisement for Participant Recruitment
 - Other (please list)