



Copies: Faculty and Students: **Submit 1 original and 2 photocopies including all supporting documentation to the Chair, St. Mary's University College Ethics Board.**

1.1 Applicant: (USE RESTRICTED: Faculty, staff and students from St. Mary's University College)	
Family Name	Given Name and Initial
Area: <input type="checkbox"/> Humanities <input type="checkbox"/> Math and Natural Sciences <input type="checkbox"/> Social Sciences	
Mailing Address	E-mail Address
	Telephone (local)
Title/Position (Check One) <input type="checkbox"/> Faculty Member <input type="checkbox"/> Undergraduate Student If you are a student, include your supervisor's name and email address here and obtain signature (see last page)	
1.2 Co-applicant(s): (USE RESTRICTED: Faculty, staff and students with St. Mary's University College) List in an attachment, with the same details as below, others as may be necessary)	
Family Name	Given Name and Initial
Area: <input type="checkbox"/> Humanities <input type="checkbox"/> Math and Natural Sciences <input type="checkbox"/> Social Sciences	
Mailing Address	E-mail Address
	Telephone (local)
Title/Position (Check One) <input type="checkbox"/> Faculty Member <input type="checkbox"/> Undergraduate Student	
1.3 Other Participants: Provide as an attachment. If other person or persons is/are involved in the project, but not affiliated with St. Mary's University College, please provide his or her name, organization/employer, affiliation and other details to identify them.	

2.0 Exact Title of the Project**3. Estimation of Risks:** Will this study involve the following? Please check Y

None

Minimal
RiskMore than
Minimal risk

3.1 Psychological or emotional manipulations – might a subject feel demeaned, embarrassed, worried or upset? Could subjects feel fatigued or stressed?

3.2 Are there questions that may be upsetting to the respondent? Does your study have the potential for identifying distressed or disturbed individuals?

3.3 Is there any physical risk or physiological manipulation?

3.4 Is any deception involved? Withholding of information to participants?

3.5 Is there any social risk - possible loss of status, privacy and/or reputation?

3.6 Do you see any chance that subjects might be harmed in any way?

3.7 Are the risks similar to those encountered by the subjects in everyday life? [Yes [] No if "no", elaborate

- If you answered, "more than minimal risk" to any of the above, describe the manipulations and/or potential risks as well as the safeguards or procedures you have in place. Please provide justification for any risks involved and explain why alternative approaches involving less risk cannot be used. Use additional pages, as required.
- If your study has the potential to upset, distress or disturb individuals, arrangements must be made to mitigate such effects. Describe the arrangements you have made. Have participants been informed of any costs to be incurred by them for services?
- If your study has the potential to identify upset, distressed or disturbed individuals, you must describe the arrangements you have made (if any) to assist these individuals. If you do not make any arrangements, please explain why. Have participants been informed of any costs to be incurred by them for services?
- If participants will not be fully informed of everything that will be required of them, prior to the start of the research session, explain why.

4. Project Details:	
4.1 Is this an amendment/modification to a previously approved protocol [] No [] Yes	
4.2 Is the research sponsored [] No [] Yes, if yes, list sponsor(s)	
4.3 Start date of work involving human subjects (mm/yy)	Completion Date (mm/yy)
4.4 List the location(s) where the data are collected	
4.6 Are other approvals/permissions required where this research will occur? [] No [] Yes, if yes, provide a copy of the approval [] Attached [] To follow Specify where from	
4.6 Provide a succinct summary of the purpose, objectives, and aims of the research. Up to 2 additional pages may be added, if required. REMINDER: Be sure to include a copy of your questionnaire(s) or test instrument(s).	

5. Recruitment of Subjects

5.1 Describe the “types” of participants (city planners, environmental specialists, minor age children, University College students) to be involved in the research. Be very specific about your method(s) for recruiting them, and comment on who will do the recruiting. Describe how and where you will advertise your project. **Include a copy of your recruitment notice, advertisement, information sheet, as well as that used by a sponsor or supportive organization, if applicable.** If actively seeking participation by speaking to specific groups, include the text used for verbal presentations. If remuneration/compensation is offered, provide details, including amount and confirm the budget provisions to meet these obligations. Describe any provisions that have been made to accommodate the participants' language.

5.2 When and how will people be informed of the right to withdraw from the study? What procedures will be followed for people who wish to withdraw at any point during the study? What happens to the information contributed to this point?

5.3 Do you plan follow-up procedures with participants? No Yes, if yes, what are they?; Does your field of study require formal debriefing? No Yes, if yes, please provide details about the procedures you will use.

6. Benefits

What are the likely benefits of the research to the researcher, the participants, the research community and society, at large, that would justify asking people to participate?

7. Privacy: Confidentiality and Anonymity:

7.1 Check all that apply: Participant contributions will be: public and cited; anonymous confidential

Explain the steps you propose to respect an individual's privacy. Describe these precautions in terms of access to raw data, as well as in terms of the write-up of the results. For example, will data be reported in aggregate? Will participants select a pseudonym? Will participants be asked to review their contribution before inclusion? In other words, who gets the data and in what form?

7.2 Provide specific details about the security procedures for the data as well as plans for the ultimate disposal of records/data. Who will have access to confidential data now or in the future? Specify the length of time the data will be retained and the plans for disposal of records/data.

8. INFORMED CONSENT (see detailed guidelines)	Attached	Not applicable
8.1 Copy of the verbal or written explanation that will be provided to participants before they are asked for consent to participate.		
8.2 Copy of the informed consent(s) that will be distributed to each participant		
8.3 If there is no written consent form, please provide an explanation for this and details about your alternative procedures. If obtaining verbal consent, a script, containing the same points normally covered by written consent, is required.		
8.4 Are subjects minors or for other reasons, not competent to consent? [] No [] Yes - If yes, describe the alternative source of consent.		
8.5 Do subjects have the right to withdraw at any time during the project? [] Yes [] No - If no, explain in an attachment		
9. Signatures		
I/We, the undersigned, certify that (a) the information contained in this application is accurate; (b) that conduct of the proposed research will not commence until ethical certification has been granted; (c) that the Ethics Committee will be advised of any revisions to the protocol arising before or after ethical certification is granted. Conduct of research using human subjects that has not received ethics certification is a breach of University College policy on integrity in scholarly activity.		
<p>Applicant's signature: _____ Date: _____</p> <p>Co-applicant's signature: _____ Date: _____</p>		
<p>Supervisor's Signature: I have been involved in the preparation of this application, and agree with the information it contains.</p> <p>Supervisor's Signature: _____ Date: _____</p>		
PROTOCOL CHECKLIST – required	N/A	Attached
Copy of the verbal or written explanation that will be provided to participants before they are asked for consent to participate		
Copy of the informed consent(s) that will be distributed to each participant.		
<p>If written consent is not used, a detailed explanation of alternative procedures is <u>required</u> together, plus one or more of the following:</p> <ul style="list-style-type: none"> • If verbal consent is to be obtained, (e.g. telephone surveys), a script containing the equivalent points covered by written consent is required. • Totally anonymous online or mail out questionnaires: Signed consent is not necessary. A covering letter, containing the equivalent points covered by written consent is required. 		
Copies of questionnaire(s) sample questions or thematic overview, interview guide		
Recruitment: Your recruitment notice, advertisement, and/or information sheet <u>as well as</u> that used by a sponsor or supportive organization, as may be applicable		
Documents or information specific to or requested by the potential sponsor.		
Completed and signed application for review with the required number of copies.		

Revised: 10/05