**Ethical Protocol Form for Research Involving Human Subjects
Conducted as Part of Course Requirements**

**\*\*\* Important information. Approval for Ethics takes up to 10 business days from the submission deadline. If your research is particularly sensitive (e.g., interviewing victims of torture about their torture), Ethics Approval will take much longer – up to 2 months or more. In such a case, the SdB Ethics Committee will communicate with you. \*\*\***

**\*\*\* Note that students cannot begin their research until they have received Ethics Approval. \*\*\***

Return this form to the mailbox of Viviane Namaste, Simone de Beauvoir Institute.

**Checklist**

\_\_ I have provided my contact information below (email, phone number).

\_\_ I have included a copy of my written consent form (if applicable).

\_\_ If applicable, I have included a list of resources that people I speak with can consult (e.g., counseling services, Centre for Gender Advocacy, et cetera).

\_\_ If I am planning a survey, I have included the survey questions, as well as an introductory paragraph (see the sample Template for a Survey, below).

\_\_\_ This application is **NOT** for a WSDB 394, WSDB 494, or WSDB 496 course. If you need ethics approval for one of the afore-mentioned courses, see the SdB website which explains the administrative procedure to be followed.

\_\_\_ I have considered the definitions of “confidentiality”, “anonymity” and “non-nominal” studies provided on page 3 of this document. I have thought about which one applies to my study.

\_\_\_ My consent form properly reflects how I will identify participants. I have verified my answer to question 13 (below) with my consent form, ensuring coherency.

\_\_\_ The professor for my course has reviewed and signed this application (page 3).

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**Section I — Basic Information**

1. Name

2. Date

3. Contact Information (phone, email)

4. Course Number and Title

5. Course Professor or Instructor

6. What is your research question? The research question summarizes what it is you want to learn.

7. How will data be collected? (Interviews? Participant observation? Archival research? Survey? )

8. Please provide a description of the "sample population." (Who is to be involved? How many people?)

**Section II — Ethics**

9. Is it required for you to obtain informed consent for the purposes of this research? (Example: interviews, participant observation in a small group...How will you do so?)

10. If informed consent is required, you must attach a copy of your written consent form. In exceptional circumstances, students may obtain consent orally from research participants. If this situation applies to you, please provide a justification of obtaining consent through oral as opposed to written means. Normally, the Ethic Committee requires written consent. **Please attach a written copy of your consent form here.**

1. Will you inform participants of their right to discontinue? How?

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1. Are you planning on doing a survey? If so, please consult the Template for a Survey that informs people of your project (page 6). Adapt the template accordingly. Also, please include your survey questions with this document.
2. How will your research identify research participants? There are a number of different approaches in this regard:
3. a *nominal study* is one in which people are named. Example: interviews in which people agree to have their real names used.
4. a *confidential study* is one in which the researcher knows the identity of the participants, but agrees not to disclose this information. Example: a study conducted with interviews, but wherein people are not identified by name. (They could be identified with pseudonyms.)
5. an *anonymous study* is one in which even the research does not know the names of the individuals involved, and is not able to contact them again. Example: large scale population surveys. This will not generally be the case with research conducted by SdB students.
6. a *non-nominal study* is one in which individuals are not named, but in which the research process may include information that could identify them. Example: a survey filled out online. Although the responses may not include names, other information (such as an IP address) could identify the individuals. This is referred to as non-nominal, because the data collection is not entirely anonymous.
7. A *participant choice* study is one in which participants can choose to be identified by their real names, or can choose not to be identified. Example: a study involving interviews, in which people can be referred to with their real names, or in which their identities can remain confidential.

Having reviewed these definitions, is your study: nominal, confidential, anonymous, non-nominal, or participant choice ?

How do you plan to identify participants, or not ?

**Important:** Please ensure you make the relevant adjustments to your consent form. For example, if you state that your study is “confidential”, then make sure this is clearly stated in the consent form. In this case, your consent form should not provide an option for someone to be named. If you choose a “participant choice” study, you need to modify the consent form accordingly in order to provide two clear options: either the person wishes for their real name to be used, or the person wishes for their identity to remain confidential.

1. Does your research involve "vulnerable" populations such as the elderly, people with cognitive disabilities, or youth under 18? If so, are there any specific steps you are taking to protect their rights? (example: consent from an authorized third party...) Please elaborate as necessary.
2. Is there a potential for participants to perceive they are being coerced into participating in this study? (This means, will it be difficult for participants to say no to you for any particular reason?)
3. Are you in any way deceiving participants about the nature of your research? If so, please describe the nature of the deception as well as how you will de-brief participants. *Note: research that involves deception must include a plan to debrief participants. Ethics approval may take additional time for these cases, as additional information may be required.*
4. Does your research involve a particularly sensitive issue, and/or may it place research participants at physical, psychological, and/or reputational risk? What kinds of resources will you offer research participants in this regard? (Be specific, and provide this information here. For example, offer the number of a rape crisis hotline, or a specific referral to counsellor...)
5. Is there any other relevant information you would like to communicate to the Ethics Committee about your research? (Use another sheet of paper or the back of this page as necessary.)

|  |
| --- |
| Name:  |
| Signature: |
| Date: |
| Signature of Professor: |
| Date: |

**For administrative use only:**

\_\_ Reviewed by: \_\_\_\_\_\_\_\_\_ (Indicate date).

\_\_ Full approval given. (Date of email.)

\_\_ Conditional approval given provided: (Date of email.)

 (Any conditions specified in email.)

\_\_ Approval not given (Date of email requiring resubmission.)

 (Any reasons for refusal specified in email.)

*Note: you need to submit this sample consent form. Note that you cannot begin your research until you have secured Ethics Approval. You should approach potential research participants to sign this form only once you have full Ethics Approval.*

**Sample Consent Form (for interviews, observations in private groups …)**

**Date**

I agree to participate in a research project on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*fill in general subject area or
title of research project*), conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*fill in name of researcher).*

I understand that:

* This research project is part of a course requirement for the researcher. The course instructor is
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*fill in name here.*)
* My participation consists of an interview, to last approximately one hour. (*Here if the research
involves participant observation of a small group, modify the previous statement accordingly.)*
* I am not required to answer any questions I do not wish to answer.
* I may withdraw from the research at any time with no penalty to me.
* The interview will be taped. The only people that will listen to this tape include: the researcher,
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*fill in name)*, and the professor of the course for which the research
is being conducted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*fill in course name and number*). (*Here, specify if
any other people will listen to the tape, for instance if you want to be able to broadcast it on the radio.*)
* This research will be presented in the form of a final paper, to be read by the professor of the course.
(*Specify if other people will read the final paper.)*
* The results of this research may also be presented in workshops or conferences
* The presentation of the research will not identify me in any way. My name, as well as any information
which could identify me, will be taken out of all presentation of the research (conferences and final
papers)

|  |  |  |
| --- | --- | --- |
| Signature of Participant |  | Signature of Researcher |
| Name of Participant (please print) |  | Name of Researcher (Please print) |
| Date |  | Date |
|  |  |  |

**Sample Template for a Survey (online or paper version).**

 *Any research with humans needs to ensure certain standards are respected. People need to be able to provide informed consent. The paragraph below should be included at the beginning of your survey in order to obtain Ethics Approval. Please remember to include a list of survey questions with your Ethics Application as well.*

I agree to participate in this survey on the subject of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*complete accordingly*). The survey has been developed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert your name here*). The objective of the study is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*complete accordingly*).

I understand that my name will not be used to identify me in any way.

I understand that I am free to stop at any time.

 I understand that I can skip any and all questions I do not wish to answer.

 I understand that, should I send my responses to this survey via my email account, social media, or some other means, the person responsible for this survey will know my email address and or identifying information and or contact information. This person will not, however, reveal any of this information in presenting the research. If I do provide my email or contact information, I understand that the researcher may contact me if they have other questions related to this survey. I understand that the researcher will not share any of my identifying information or contact information with anyone else.

While the researcher will not share my identifying information or contact information, I recognize there are always security risks in online communications. Furthermore, the administrators of email, social media and or survey platforms may have access to my name and contact information and the researcher cannot guarantee how such bodies treat this data.

By completing this survey and submitting it through whatever means, I provide my free and informed consent that the data in this questionnaire be used for the research purposes outlined above. I understand that any electronic submission, whether through email, a survey platform, social media, or other means, constitutes my full participation in this research.