Last updated, November 2026

# Department of Communication Studies

Research Ethics Abbreviated Summary Protocol Form for Academic Department.
Review for Minimal Risk Student Course Related Research Intended Solely for Pedagogical Purposes. This form is recommended for student research projects conducted as part of course requirements.

This form should only be used for research involving minimal or less risk to the participants. It may be completed either:
a) by the instructors who will describe the research carried out by their students or,
b) by the students themselves. In this case, the form may be reviewed by the instructor and then transmitted to the appropriate Departmental representative (Dr. Chia and Dr. Dokumaci) responsible for the review of minimal risk course related research intended for pedagogical purposes.

A consent form is required with each application and must be attached together with this form.

All the questions in this form are mandatory. (If a question does not apply to your case, please indicate "not applicable". Do not leave the field empty). If this form is not filled in correctly, it will be returned to you.

Please send the forms for review to: Dr. Stella Chia: stella.chia@concordia.ca

and Dr. Arseli Dokumaci: arseli.dokumaci@concordia.ca

**TITLE PAGE**
**Date: ……**

**Researcher Name: ……**

**Department / Program: ……**

**Email Address: ……**

**Title of project: ……**

**Name and Number of Course: ……**

**PROJECT INFORMATION**

1. Please give a brief description of the project (max. 100-word)

2. Describe the method(s) that you are going to use (e.g., fieldwork, surveys interviews, focus groups, standardized testing, video/audio taping) and the setting in which your project will take place. (max. 50-word)

**3. Participant information**

3.1.) Please describe potential participants, including any inclusion or exclusion criteria.

3.2) Will any of the participants be part of the following categories?

- ☐ Minors (individuals under 18 years old)
- ☐ Individuals with intellectual disabilities or cognitive disabilities
- ☐ Members of Canada's First Nations, Inuit, or Métis peoples
- ☐ Individuals who face discrimination and live with relatively high levels of risk on a daily basis

3.3) Indicate if participants are a captive population (e.g. prisoners, residents in a center) or are in any kind of conflict of interest relationship with the researcher such as being students, clients, patients or family members. If so, explain how perceived coercion will be addressed in order to ensure that participants do not feel pressure to participate or perceive that they may be penalized for choosing not to participate.

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**4. Consent**

4.1.) Please indicate which process (written consent or oral consent) you will use for soliciting informed consent from potential participants.

(Please note that written consent is the preferred method for obtaining consent. However, in certain circumstances, oral consent may be appropriate. If oral consent will be used, please indicate it here. *The use of an oral consent procedure needs to be justified and its approval is at the discretion of the ethics committee. Note that convenience cannot be used as justification).*

- ☐ Written consent
- ☐ Oral consent

4.2.) Will you inform participants of their right to discontinue?

- ☐ Yes
- ☐ No

Please note that participants should be informed that they are free to discontinue their participation at any time without negative consequences.

4.4.) Please select the box that describes how you will address access to participants' identity:

- ☐ **Confidential:** I will offer my participants confidentiality (Meaning: I will know who they are but their identities will not be evident in the research reports)
- ☐ **Disclosed:** I will know the participants' real identity, and it will be revealed in accordance with their consent.
- ☐ **Anonymous:** The information that I will collect not identifiers associated with it, and the risk of identification of individuals is low, or very low. I will not know the participants' identity.
- ☐ **Participant Choice:** My participants will be able to choose which level of disclosure they wish for their real identity.
- ☐ **Other (please describe):**

**5. Risks and benefits**

5.1) Please identify any foreseeable risks to participants, including any physical or psychological discomfort; emotional, social, legal, or political risks; risks to their relationships with others, or to their financial well-being. Please take the time to consider this question and mention any type of risk, no matter how remote the likelihood of it occurring.

5.2) Please describe how the risks identified above will be minimized.

5.3) If as a result of your research, you discover that a participant(s) is at risk in some way(s) (psychological, physical, reputational), do you know someone to contact to help advise you how to respond?

- ☐ Yes
- ☐ No

5.4) Does the research involve any form of deception of participants?

- ☐ Yes
- ☐ No

**6. Confidentiality, storage and secondary use notes**

6.1. Please note that the data you will collect should be kept in a secure, password-protected location. Only you (and your course instructor) should have access to the data, and measures taken to prevent unauthorized access to it.

6.2. Please note students who wish to disseminate or present their findings resulting from course-based research must clearly identify their findings as results of a pedagogical exercise and not as research. While they are allowed to publish and present their findings on the research process and what they've learned from it, they are not allowed to publish any empirical data obtained from human participants.