

Ethical Protocol Form for Research Involving Human Subjects
Conducted as Part of Course Requirements (SAMPLE FORM FILLED OUT)

***** 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

- x I have provided my contact information below (email, phone number).
- x I have included a copy of my written consent form (if applicable).
- x 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).
- x 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.

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

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Section I — Basic Information

1. Name *Mary White*
2. Date *October 10, 2016*
3. Contact Information (phone, email) *514- 555-1212; mary.white@xx.com*
4. Course Number and Title *WSDB 292, Feminism and Research Methods*
5. Course Professor or Instructor *Michiko Aramaki*
6. What is your research question? The research question summarizes what it is you want to learn.
What do lesbians at Concordia identify as their health priorities?
7. How will data be collected? (Interviews? Participant observation? Archival research? Survey?)
interviews.
8. Please provide a description of the "sample population." (Who is to be involved? How many people?)
4 women, ages 18 – 25.

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?)
Yes. Participants will sign a consent form.
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.**
See attached consent form.
11. Will you inform participants of their right to discontinue? How?
Yes. See attached form.

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12. 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.

n/a

13. How will your research identify research participants? Will you name people, maintain absolute anonymity, or offer confidential data? Please justify your choice.

I will not identify participants by name.

14. 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.

No.

15. 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?)

No.

16. 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.*

No.

17. 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...)

This research may raise some emotional issues for participants. I will provide the contact information of the Centre for Gender Advocacy if people need specific resources in this regard. This information will be given with a copy of the consent form to the participant.

18. 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.)

n/a

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 *lesbians' health priorities*, conducted by Mary White).

I understand that:

- This research project is part of a course requirement for the researcher. The course instructor is Michiko Aramaki.
-
- My participation consists of an interview, to last approximately one hour.
- 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, and the professor of the course for which the research is being conducted (WSDB 292).

- This research will be presented in the form of a final paper, to be read by the professor of the course.

- The results of this research may also be presented in workshops or conferences.
- If for any reason I experience distress, I can seek assistance at the Centre for Gender Advocacy to discuss the issues raised by this interview (<http://genderadvocacy.org/>; Peer Support Line: 514-848-2424 x 7880).

- 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