**COVERSHEET**

**“IS YOUR APPLICATION PACKAGE COMPLETE?”**

**Submission Checklist – Must be completed for EACH submission, including revisions when resubmission is required.**

**Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit ONE individual package, as a printed hard copy with original signatures, which includes ALL of the following materials**:

[ ]  Completed Application Form

[ ]  Copy of your TCPS2 Certificate

[ ]  Outline of Methodology attached as separate sheet

[ ]  Consent Form(s)\*

[ ]  Copies of all materials to be administered to participants.

[ ]  Debriefing form or letter of explanation

[ ]  Participant Pool Recruitment Ad

[ ]  Other (please specify):

**Also submit a PDF version of the complete package, as a single PDF file, which includes ALL of the above materials**.

For step-by-step instructions on making the submission, please see the *How to Prepare an Ethics Application* document (posted on the webpage for departmental ethics).

\*Note: Signed consent is also normally required from any other institutions involved (schools, businesses, residences, etc.).

As faculty supervisor for this undergraduate research project, I have read and reviewed this application and all accompanying materials, and provided guidance and clarification to the student as needed regarding the ethics of conducting research with human participants.

Faculty advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department of Psychology Application for Ethics Committee Review of Human Research**

**University of Windsor**

**Faculty Advisor**:

**Student Researcher**:

**Student Email:**

**Other Researchers involved in project** (technicians, project staff, faculty):

**Project Title**:

**Type of Research**: [ ]  Undergraduate [ ]  Honours thesis

Other (specify):

**Deception (check one)**:

[ ]  a) This study **DOES NOT** involve any deception.

[ ]  b) This study **DOES** involve deception.

[ ]  c) I am not sure if this study involves deception

**If you checked b) or c) then please read and complete the “Deception Checklist” found on the REC website, and if applicable attach an appendix explaining the need for the deception, and the procedures to deal with it in your methods. Please note that if there is significant deception you may be required to submit your ethics application to the University Research Ethics Board (REB) (http://www1.uwindsor.ca/reb/)**

**1. Summary of Project**

**a) Please provide a brief summary of the purpose of the study.**

**b) Attach a detailed but concise outline of the methodology of the study (approximately one typed page and a list of measures) including recruitment plans and the specific procedures in which participants will be asked to participate. A copy of the “Procedures” section of a thesis may be substituted.**

**c) Attach copies of all materials to be given to participants (tests, surveys, questionnaires, interview questions, etc.).**

**d) How and where will participants be contacted?**

**e) What is the estimated total time required of each participant? Please check one only.**

[ ]  20 to 30 minutes (.5 bonus credit) [ ]  91 to 120 minutes (2 bonus credits)

[ ]  31 to 60 minutes (1 bonus credit) [ ]  121 to 150 minutes (2.5 bonus credits)

[ ]  61 to 90 minutes (1.5 bonus credits) [ ]  151 to 180 minutes (3 bonus credits)

**f) On how many separate occasions will participation be required?**

**2. Target Participant Group(s)**

**a) Number of Participants:**

(\* If you are using the Psychology Participant Pool, you are limited to a maximum of 50 study credit hours per semester.)

**b) Population: check all that apply**

[ ]  University Students [ ]  Institutional Population

[ ]  Elementary or Secondary School Students [ ]  Community Population

[ ]  Other – describe:

**c) Describe any special characteristics of participants that you wish to recruit (e.g. gender, age, range physical characteristics, cultural background)**

**d) If you are working with a vulnerable population (e.g., children, people with disabilities, etc.) this research may require review by the University Research Ethics Board.**

**3. Information to Participants**

**Full and accurate information about the procedures and purposes of the study should normally be provided to each participant in the consent form. Specifics (e.g. hypotheses) need not be divulged. Deception (defined as the withholding of essential information and/or the intentional misleading of participants) will only be permitted in exceptional circumstances (see the Deception Checklist). Nothing may be withheld which might, if divulged, affect participants' decision to participate.**

[ ]  a) Participants will be fully and accurately informed of the procedures and purposes of the study in the consent form.

[ ]  b) Participants will be fully and accurately' informed of the procedures and purposes of the study, but not in the consent form.

[ ]  c) Participants will not be fully and accurately informed of the procedures and purposes of the study.

[ ]  d) Oral information about the purposes and procedures of the study will (also) be provided. Attach a copy of the oral information to be given.

**If you checked b) please elaborate:**

**If you checked c) your study involves deception and you should complete and submit the deception checklist with this application and include appropriate justification and explanation for using deception in the description of methods.**

**4. Informed Consent**

**The informed consent of each participant is normally demonstrated by the participant indicating consent to participate in a manner which conforms to the Informed Consent template prior to his/her participation. Only in exceptional circumstances in which this is clearly undesirable or not feasible will the requirement for informed consent be waived. A copy of the consent form (or, at least, the information contained in the consent form) should be provided to each participant.**

**Check one of the following:**

[ ]  a) Consent will be obtained in writing. The consent form conforms to all requirements set out in the

Consent Form template.

[ ]  b) Consent will be obtained electronically. The electronic consent form conforms to all requirements set out in the Consent Form template. Consent will be obtained by the participants’ selection of an “I consent to be in this study” option.

[ ]  c) Consent will not be obtained in writing or electronically.

**If you checked c) please explain below.**

**5. Debriefing/letter or explanation**

**It is usually preferable to provide participants with a clear explanation of the research in which they were involved at the end of their participation. Do not resubmit the Consent Form as the Letter of Explanation. The Letter of Explanation or verbal explanation needs to use language accessible to participants. Do not use excessive jargon specific to your study or to psychology. This is true even if the study does not involve deception, and it is absolutely necessary if any form of deception is involved.**

**Will a debriefing or letter of explanation be provided to participants? (check one)**

[ ]  Yes, a letter of explanation will be given. Describe the explanation, who will give it, and how it will be given in your methods section. Attach a copy of the letter of explanation if it will be given in writing, or a script if it will be given verbally. Attach a hard copy of the letter of explanation if it is provided online.

[ ]  No, a letter of explanation will NOT be given. Please explain why not in your methods section

[ ]  Yes, this study involves deception and a full debriefing will be provided to participants immediately after their participation. Please describe how the debriefing will deal with the deception in your methods section and include a copy of the debriefing letter to be given.

[ ]  No, this study involves deception and a full debriefing will NOT be provided to participants immediately after their participation. Please note that if you checked this box your study CANNOT be approved by the Departmental Ethics Committee and must be submitted to the University Research Ethics Board. **(http://www1.uwindsor.ca/reb/)**

**6. Feedback of the results of the study to the participants**

**Research findings should be made available to participants after the study is completed. This feedback can be provided to participants by posting the findings on the psychology website "Undergraduate Thesis Results" page (**[**https://www.uwindsor.ca/psychology/411/honours-thesis-research-results**](https://www.uwindsor.ca/psychology/411/honours-thesis-research-results)**) or by having the participants contact you directly. If you choose the second option, you will have to provide your contact information to the participants. Please check one:**

[ ]  a) Yes, feedback about the study findings will be made available to participants on the web.

[ ]  b) Yes, feedback about the study findings will be made available to participants, but not on the web. (If you choose this option, please provide a detailed explanation as to how study findings will be conveyed to participants.)

[ ]  c) No, feedback about the study findings will NOT be made available to participants. (If you choose this option, please provide a detailed explanation as to why no feedback will be made available to participants.)

**7. Risks and Benefits**

**Does your study involve any risk to participants? Please check one.**

[ ]  a) No, there are no potential physical, emotional, psychological, or other risks involved.

[ ]  b) Yes, there is a potential risk of some mild discomfort/distress to participants. A clear statement of this risk **must** be included in the consent form.

[ ]  c) Yes, there is a potential risk to participants that is more than minimal. If you checked this box your study **cannot be reviewed** at the Departmental level and must be submitted to the University Research Ethics Board for clearance.

**If you checked b) provide a brief explanation:**

**8. Confidentiality**

**Below is a list of some of the common measures that are used to ensure the confidentiality of the data. Please check YES or NO for each as they apply to your study:**

1. **Consent Forms**

[ ]  Yes [ ]  No [ ]  N/A Signed hard copy consent forms are included in the data and will be kept separate from the survey data in a secure location.

[ ]  Yes [ ]  No [ ]  N/A Electronic consent forms do not contain any identifying information (e.g., the participant consents to participate by clicking the corresponding button on the consent form)”

1. **Data**

[ ]  Yes [ ] No No names or other identifying information are included in the data (e.g., questionnaires, forms, etc).

[ ]  Yes [ ]  No [ ]  N/A The hard copy data collected will be stored and kept secure by the faculty researcher supervisor. If the data is not used for subsequent research or will not be published the faculty supervisor will destroy the data at the end of the study.

[ ]  Yes [ ]  No Data will only be presented as group data and no individuals will be identifiable.

[ ]  Yes [ ]  No [ ]  N/A If data is electronic the data files will be securely stored and destroyed according to APA rules.

**If you have checked NO on any of the above please explain:**

**9. Compensation**

**Compensation can take the form of receiving bonus points through the Participant Pool, financial and other incentives, or both. Such incentives compensate individuals for their time and are not intended to induce participants to undergo significant risks. Please indicate below how participants will be compensated below and include this information in your consent form.**

**Please check all that apply**:

[ ]  Participants will NOT be compensated. Please explain why not below.

[ ]  Participants will be compensated by receiving \_\_ bonus points through the Participant Pool **[indicate the number of points to be given]**

[ ]  Participants will be compensated by receiving some other incentive. Please describe alternate forms of compensation below.

**Explanation:**

**10.** **Online Research Checklist** (To be completed only if you are using online methods for your research)

10.1 Select the recruitment methods being utilized. (Check all that apply.)

[ ]  Websites/Internet advertising

[ ]  Listserv

[ ]  Psychology Participant Pool

[ ]  E-mail solicitation UWindsor

[ ]  E-mail solicitation

[ ]  Social Networking Site posting (e.g. Facebook, LinkedIn, etc.)

[ ]  Other:

[ ]  n/a

10.2 Does this study make use of an internet survey service (e.g., Qualtrics)

[ ]  No

[ ]  Yes

10.3 What is the name of the internet survey service?

[ ]  Qualtrics

[ ]  Other (please provide name of service)

[ ]  n/a

10.4 Where is the server located? (n/a if using Qualtrics)

Location (City, Country):

[ ]  n/a

10.5 Please provide the URL for your study:

[ ]  n/a

10.6 What type of data will be collected? (Check all that apply.)

[ ]  Surveys/Questions

[ ]  Email Correspondence

[ ]  Chat Room/Social Networking Site Observation

[ ]  Bulletin Board Posting(s)

[ ]  LMS/CLEW

[ ]  Other:

[ ]  n/a

10.7 How will the data be stored? (Check all that apply.)

[ ]  On a secure server

[ ]  On a non-networked computer

[ ]  PI’s personal computer

[ ]  Encrypted file

[ ]  In a secure campus office

[ ]  Other:

[ ]  n/a

10.8 How will informed consent be obtained? (Check all that apply)

[ ]  Electronic Information Sheet with “check box” for consent

[ ]  Email with name

[ ]  Consent Implied through submitting information

[ ]  Other:

[ ]  n/a

10.9 Will participants be reminded to “print” the consent form and letter of information?

[ ]  Yes and a separate “Print” button will be incorporated into the information page

[ ]  Yes and only a reminder will be given

[ ]  No

10.10 Will a participant be withdrawn by simply closing a browser window?

[ ]  YES

[ ]  NO

[ ]  NO, the participant must click on a “Withdraw” or “Exit Survey” button.

[ ]  n/a

10.11 Will participants have “Save” and “Resume” options

[ ]  YES

[ ]  NO

[ ]  n/a

10.12 Will participant data and identifying information be linked at any time?

[ ]  n/a

[ ]  YES

[ ]  NO [Describe the process (e.g., separate landing page) by which participant data and compensation data will be kept separate].

10.13 Will participants be provided post-study information (e.g., community resource list)

[ ]  n/a

[ ]  NO

[ ]  YES [Describe the process (e.g., separate landing page) by which participants will gain access to this information and whether participants who withdraw will still have access to this resource information.]