



**Research Committee
Research Ethics Review**

Instructions:

- 1) Ethical approval is required for any student project involving human participants. There are two streams for this approval. Approval can be given at the Faculty level for studies involving minimal risk to participants. For studies involving anything other than minimal risk, the University's Research Ethics Board must approve the study.
- 2) Minimal risk is described as risk that does not exceed the risk that participants may be exposed to in their everyday life. Risks can involve emotional, physical, or psychological harm or distress. Projects involving minimal risk for clearance at the Faculty level may include topics which are generally not stressful but may involve minor discomfort such as work-life balance in the legal profession or client experiences with courts or tribunals. Student projects should generally avoid topics which would be stressful for most participants (e.g., personal experience with violence) even if these involve only minimal risk if handled by an expert in the field. Consultation with the Faculty member, Associate Dean (Research and Graduate Studies) and the University REB Chair is recommended if you are unsure about the appropriateness of the topic or the level of clearance required.
- 3) For studies which can be approved at the Faculty level, application should be made using the attached form. The form should be submitted to the office of the Associate Dean (Research and Graduate Studies). The Research Committee acts as Windsor Law's Research Ethics Board.
- 4) For supervised research courses, JD Law II and III applications and graduate student applications, should be submitted no later than the end of the fourth week of term in which the proposed study is to be conducted. Law I applications should be submitted by the eighth week of the Fall term. For graduate students, ethical review should be sought at an early stage of the research before engagement with human participants and with the supervisor's approval.
- 5) For courses-as opposed to supervised research projects-involving studies on human participants, the instructor(s) involved should submit an application on behalf of the course. In doing so, the application form should describe the type and range of projects which will be conducted by the students in the course and what kind of training will be given to the student researchers.



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COVER SHEET
"IS YOUR APPLICATION PACKAGE COMPLETE?"

Submission Checklist - Must be completed for EACH submission, including revisions

Date submitted: _____

Please submit ONE hardcopy package including this coversheet + ONE electronic package to the Office of the Associate Dean (Research and Graduate Studies) (Law Building, 2nd floor) that includes ALL of the following materials and your assurance:

	Completed Application Form
	Outline of Method and Methodology attached as separate sheet
	Consent Form(s)
	Copies of all materials to be administered to participants
	Other (e.g., feedback to participants), please specify
	Online ethics tutorial (TCPS2 CORE) certificate, if applicable
	I have also e-mailed the entire application to the Associate Dean (Research and Graduate Studies) via adrlaw@uwindsor.ca

As the course instructor/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.

Instructor signature: _____ Date: _____

As the student submitting this application for an independent undergraduate research project, I have read and reviewed this application and all accompanying materials, and have received guidance and clarification as needed regarding the ethics of conducting research with human participants. I commit to proceed with this research in an ethical manner.

Student signature: _____ Date: _____

Student signature: _____ Date: _____

Student signature: _____ Date: _____

Student signature: _____ Date: _____

Student signature: _____ Date: _____



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APPLICATION FOR ETHICS REVIEW OF HUMAN RESEARCH

DATE RECEIVED: _____
DATE REVISIONS RECEIVED: _____
DATE REVISIONS RETURNED: _____
DATE CLEARED: _____
DURATION: _____
SIGNATURE OF RESEARCH COMMITTEE CHAIR: _____

Project Director (Instructor): _____

Student Researcher(s): _____

Student Contact Information: E-mail: _____ Phone: _____

Student Researcher(s): _____

Student Contact Information: E-mail: _____ Phone: _____

Student _____ Researcher(s): _____

Student Contact Information: E-mail: _____ Phone: _____

Student _____ Researcher(s): _____

Student Contact Information: E-mail: _____ Phone: _____

Student _____ Researcher(s): _____

Student Contact Information: E-mail: _____ Phone: _____

Other Researchers Involved in Project (Technicians, Project Staff, Community Members, Faculty): _____

Project Title: _____

Type of Research:

- JD-level Supervised Research Project
- Graduate Student Supervised Research Project
- Project designed for partial completion of Graduate Student Thesis
- Course Project (Course Name): _____
- Other (specify): _____



1. Ethical Guidelines:

For Students

I have completed the Tri-Council's online Tutorial on Ethical Conduct for Research Involving Humans (TCPS2 CORE) and included the certificate of completion with this application.

If the student and instructor propose that the student learns about research ethics using alternative forms of instruction, indicate what those are here:

2. Summary of Project:

- a) Summarize the purpose/goal of the study.
- b) Attach a **detailed but concise outline of the method and methodology** of the study (approximately one typed page) describing precisely the procedures in which participants will be asked to participate.
- c) Attach copies of all materials to be given to participants (interview and/or survey questions, questionnaires, etc.).
- d) **How and where** will participants be contacted? Please include detail on the recruitment procedures that will be used here.
- e) Estimate time required of each participant: _____ minutes/hours on _____ occasions.

3. Target Participant Group(s):

- a. Number of participants: _____ Age range: _____ years to _____ years.
- b. Population: (check all that apply)

- Members of legal profession People in the community at large
 University students Other-describe
 Secondary school students

- c. Describe any special characteristics of participants (e.g., gender, ethno-cultural background):
- d. Specific groups or courses (at the University or other educational institution) you will be approaching:

4. Information to Participants:

Full and accurate information about the procedures and purposes of the study should be provided to each participant in the signed consent form. Specifics (e.g., hypotheses) need not be divulged. Nothing may be withheld which might, if divulged, affect a participant's decision to participate.

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



- b. Oral information about the purposes and procedures of the study will (also) be provided.
Attach a copy of the oral information given.
Oral information will be provided by (persons and research roles):

5. Informed Consent:

The informed consent of each participant is signified by the participant signing a Consent Form which conforms to University Research Ethics Board's guidelines prior to his/her participation. A copy of the Consent Form (or, at least, the information contained in the Consent Form) should be left with the participant. A sample Consent Form is attached.

- a. Consent will be obtained in writing. The Consent Form conforms to all requirements set out in the guidelines. Attach a copy of the Consent Form to be used.
- b. Consent for audio or video taping will also be obtained in writing. The Consent Form includes the section requesting consent for recording.
- c. A copy of the Consent Form information will be left with each participant.

6. Feedback:

- a) How will the results be disseminated (e.g., class presentation, research essay, publication, etc.)? If a summary of the results will be provided to participants at the conclusion of the study describe how it will be given (note that providing such dissemination is not normally required).
- b) If your research involves working in a community organization or other setting, describe the feedback to be given to that setting, if applicable (how and when):

7. Risks and Benefits:

To receive clearance through Windsor Law's Research Committee, your study should not involve more than minimal risk to the study participants. Minimal risk is described as risk that does not exceed the risk that participants may be exposed to in their everyday life. Risks can involve emotional, physical, or psychological harm or distress. Acceptable minimal risks projects for clearance by the Research Committee may include topics which are generally not stressful but may involve minor discomfort such as work-life balance in the legal profession or client experiences with courts or tribunals. Course projects should avoid topics which would be stressful for most participants (e.g., personal experience with violence) even if these involve only minimal risk if handled by an expert in the field. Consultation by the instructor with the Associate Dean (Research and Graduate Studies) and the University REB Chair is recommended if you are unsure about the appropriateness of the topic.

Describe the potential risks (psychological, social, and physical) and how they will be minimized:

Describe the possible benefits for participants and/or the community:



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:

YES NO

YES	NO	
		All data (e.g., questionnaires, forms, etc.) are identified by a code, not by name or other identifying information.
		Signed consent forms will be kept separate from the survey data in a secure location.
		The data collected (including taped interviews) will be stored and kept secure by the course instructor/faculty research supervisor. The course instructor/faculty supervisor will destroy the data at the end of the study.
		Data will only be presented as group data and no individuals will be identifiable in both the written paper and in class discussions.

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

9. Compensation:

A small compensation to thank participants for their time is acceptable but **not** required under the ethics guidelines. This must be very small and must not be intended to induce participants to participate (e.g., a specialty tea bag). Please indicate below how participants will be compensated, if at all, below and include this information in your consent form.



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Sample Consent to Participate in Research Form

Title of the Study: _____

You are being asked to participate in this study, that is part of a Faculty of Law course on _____. This course is being taught by Professor _____ who is overseeing this student research project. If you have any questions or concerns about the study, you may contact Professor _____ by calling (519) 253-3000 Ext. _____ or by emailing _____. If you have any questions regarding your rights as a research subject, you may also contact the Associate Dean (Research and Graduate Studies) of the Law Faculty by calling (519) 253-3000 Ext. 3964 or by e-mailing adrlaw@uwindsor.ca. The purpose of this study is to _____. If you agree to participate in the study, you will be asked to _____. The task will take approximately _____ minutes. You will not receive any form of payment for participating in this study. You may withdraw from the study at any time and you may choose not to answer any of the questions without penalty or consequences to you. You may also withdraw your consent to participate at any time without penalty.

Your signed consent form will be kept separate from the data collected to ensure that you cannot be identified. You will not be identified in any way in the write up (paper) for the class or in class discussion. There are only minimal risks associated with this study, similar to the risks encountered in everyday life. There may be no specific benefit to you apart from assisting a student collect data for research purposes. The benefit to the student will include developing research skills and learning the process for conducting research in an ethical way. There may also be a general benefit to _____ from the results produced by this study insofar as it contributes to knowledge about _____.

The data gathered in this research will be used by the student to prepare a research paper for this course. It may be presented in class. You may request a copy of the summary of the paper by calling or e-mailing the numbers above.

[if audio or video taping will be conducted add this section]

I consent to the (audio/video) – recording of my interview, I understand this is voluntary and that I am free to withdraw at any time by requesting that the recording be stopped. I also understand that my name will not be revealed to anyone and that taping will be kept confidential. The student interviewer will keep the tape in a safe and secure location and will provide the tape of the interview to the course instructor with the paper when it is written. Once the course project has been marked, all digital files and/or physical recordings will be destroyed by the course instructor. I understand that confidentiality will be respected and that the recording will be for this one use only.

Your signature indicates that you have read and understood this form and its contents and that you agree to participate in this study. A signed copy of this form will be given to you for your information.

Print your Name

Print Name of the Student Researcher

Your signature

Signature of the Student Researcher

Date: _____

Date: _____