

**FORM A**

**DEPARTMENT OF PSYCHOLOGY REC APPLICATION FOR USE OF ARCHIVAL DATA**

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

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

[ ]  This form completed

[ ]  Copy of student researcher’s TCPS2 Certificate

[ ]  Copy of supervisor’s TCPS2 Certificate

[ ]  Brief summary of your study (attach as a separate page)

[ ]  Outline of the methodology (attach as a separate page)

[ ]  Copy of the clearance received from the ACC/REB

If the principal investigator (PI) of the REB-cleared project is not the student researcher’s faculty supervisor, the faculty supervisor should provide the student researcher with an email from the PI of the REB-cleared project; the email should explicitly confirm agreement that data collected or to be collected under the specified REB clearance can be used for the purposes of the student researcher’s (thesis) project. This email must be included as part of the submission to the REC.

[ ]  Email from the PI of the REB-cleared project, if not the supervisor

[ ]  Other document (please specify):

[ ]  Other document (please specify):

**~~Also~~ Submit a PDF version of the complete package, as a single PDF file, which includes the above materials, as applicable**.

**NOTE: Due to the circumstances arising as a result of the COVID-19 pandemic, student researchers should submit the application as a single PDF attached to an email to the Psych-REC Chair. The single PDF should contain all required materials. No printed copy should be submitted.**

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).

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(electronic signature acceptable)

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(electronic signature acceptable)

Principal Investigator on the REB-cleared project, signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Electronic signature acceptable; email from PI, as specified above, will suffice)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator on the REB-cleared project (print full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Advisor**:

**Faculty Email:**

**Student Researcher**

**Student Email:**

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

**Project Title**:

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

REB study clearance #

There are two numbers provided by the University REB. One is 5 digits long and the other is 2 digits followed by three digits. **Please provide both here:**

OR

[ ]  This study does not have prior clearance. The data are being collected from open-source data sets or repositories (e.g., Stats Canada). **Please state the source (in full):**

**1. Project Information**

a) Please provide a brief summary of the purpose of the study (attach separate page).

b) Attach a detailed but concise outline of the methodology of the study (attach separate page)

**2. Feedback of the results of the study for the academic community**

Research findings should be made available after the study is completed. This feedback can be provided by posting the findings on the psychology website "Undergraduate Thesis Results" page (<https://www.uwindsor.ca/psychology/411/honours-thesis-research-results>).