



How to Prepare a Psych-REC Application

If you are an undergraduate student preparing to do a research project you will need to:

1. Complete your **TCPS2 certification**, which is required for all researchers. This will be explained in your course.
2. Work closely with your supervisor on all aspects of your application to the Psych-REC (or the University REB) and on your thesis project.
3. Complete the **appropriate application form**. All forms are available on the departmental ethics webpage. Use the **Decision Flow Chart** document, also posted on the departmental ethics webpage, to determine which form to use. Your supervisor will have a good sense of which is appropriate. Consultation with the Psych-REC Chair, at any stage of your work, is available and encouraged.
4. You will also need to prepare a consent form for your research participants. You should use the **Consent Form template** posted on the webpage for departmental ethics.
5. Depending on the nature of your project you may also need to print out and complete the **Deception Checklist**. In case of doubt read it over and see if it is relevant to your intended study (and keep in mind that with very few exceptions research projects that involve deception must be submitted to the University REB, not the Psych-REC).
6. Use the checklist on the first page of the application form to ensure that your package is complete. Note that each of the forms clearly indicates the additional documents that must be submitted with it.
7. Create a single Word document containing all components/documents including the consent form and measures, etc. Then convert the Word document to a PDF.
8. Make a copy. You should keep this copy for your files. Consider also that your supervisor may wish to keep a copy.
9. ~~Submit a printed version of your application, with original signatures, to the departmental mailbox of the Chair of the Psych-REC.~~

10. ~~On the same day,~~ Submit the PDF version of your application as a PDF file attached to an email to the Chair of the Psych-REC.

- Ensure your PDF has your surname then first name initial then the semester and year of submission then REC:
 - E.g., Jill Smith's PDF, submitted in the Fall semester of 2020 would be saved as: "SmithJ_Fall_2020_REC"
- Ensure your email has the title "Smith J Psych REC submission."
- If you are submitting a revised application add "Revised" to this:
 - E.g., "SmithJ_Fall_2020_REC_Revised"

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 (#9 above).

11. The Psych-REC Chair will distribute your application to REC reviewers. Once the REC Chair receives the reviewers' comments, the Chair will prepare feedback for you and your supervisor based on reviewers' comments as well as the Chair's own review of your application. A decision, with feedback, will be emailed to you and your supervisor as quickly as possible, usually within 10-14 days (although this can vary depending on how many applications are submitted in the same time frame).

- In the case of an application for use of archival data (Form A), the Psych-REC Chair will use discretion in determining whether a formal review is undertaken or if application can be cleared without a formal review.
- In the case of an application for use of data from an ongoing project with clearance (Form B), the Psych-REC Chair will not subject the application to formal review because such a review has already been undertaken. Upon confirmation that a completed Form B and all required supporting documentation has been received, REC clearance will be provided to the student researcher for documentation purposes only.