**Submission Checklist – Must be completed for EACH submission, including revisions**

|  |  |
| --- | --- |
| **Date submitted:** |  |

**Students doing research projects as part of courses, please submit only to your Instructor.**

**Course Instructors or students doing independent research outside of courses, please submit TWO electronic packages (to the REC Chair and to WGST@uwindsor.ca) + ONE hardcopy package with original signatures including this coversheet (to WGST office). Both must include ALL of the following materials**:

|  |  |
| --- | --- |
|  | Copy of your TCPS2 Certificate |
|  | Completed Application Form (pages 1 to 5) |
|  | 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: |
|  | I have also emailed the entire application to the Chair of the WGST-REC and WGST@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 will provide guidance and clarification to the students as needed regarding the ethics of conducting research with human subjects.

Course Instructor/Faculty signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

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 subjects. I commit to proceed with this research in an ethical manner.

Student(s) signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **DATE RECEIVED:** |  |
| **DATE REVISIONS RECEIVED:** |  |
| **DATE REVISIONS RETURNED:** |  |
| **DATE CLEARED:** |  |
| **SIGNATURE OF ETHICS COMMITTEE CHAIR:** | |
|  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Director** (Faculty Member/Instructor)**:** | | |  | | | |
| **Contact Information:** | | **E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **OR**  **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:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Undergraduate Independent Project | | |
|  | Course Project (Course Number): | |  |
|  | Other (specify): |  | |

1. **Ethical Guidelines**

***For Students***

I learned about research ethics from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., name the professor of your course(s)) and/or by reading/studying about it in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e.g., name of book or article).

***For Instructors/Faculty Supervisors***

I will teach/taught the student(s) about research ethics in the following ways (include a description of materials used, if any): [Attach a full answer as an Appendix or use word to fill in a complete response here as described in the Guidelines]

**2. Summary of Project**

1. Summarize the **purpose/goal of the study or research project**.
2. Attach a **detailed but concise outline of the method** of the study (approximately one typed page) describing precisely the procedures in which participants will be asked to participate.
3. Attach copies of **all materials** to be given to participants (interview and/or survey questions, questionnaires, etc.).
4. Please describe **how and from where the participants will be recruited**. Describe all steps from the point of first contact with the participant until the beginning of the consent process. Attach copies of all materials used for recruitment purposes (e.g., posters, emails, oral scripts, etc.).

**Note.** Personal social media accounts may not be used for this purpose. A separate social media research account would need to be set up if social media recruitment is necessary.

1. What are the dual roles or potential conflict of interests you may have with potential participants that could influence voluntary consent (e.g., friendship, co-workers, family members), if any? What methods will you use to reduce these influences?
2. Estimated time required of each participant: \_\_\_\_\_\_\_\_\_\_ minutes/hours on \_\_\_\_\_\_\_\_\_\_ occasion(s).
3. **Participant Group(s)**
4. Number of participants: \_\_\_\_\_\_\_\_\_\_ Age range: \_\_\_\_\_\_\_\_\_\_ years to \_\_\_\_\_\_\_\_\_\_ years.
5. Population: (check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  | University students |  | Other - describe |
|  | Individuals in the community |  |  |

1. If your study or research project requires the participation of particular groups, describe their special characteristics (e.g., gender, physical characteristics, cultural background):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Specific groups/organizations or academic courses you will be approaching to recruit participants (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **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 participants’ decision to participate. Informed consent will normally be obtained in writing, except in rare circumstances with sufficient justification (please consult the Chair of the REC in advance of your application).

|  |  |  |
| --- | --- | --- |
| 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 to be given. |

Oral information will be provided by (persons and research roles): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Informed Consent**

The informed consent of each participant is signified by the participant signing a consent form, which conforms to the Guidelines for Informed Consent 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. |  | Consent will be obtained in writing. For research conducted online, checking a consent box/button may be considered a signature. 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-recording 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. |
| d. |  | Signed consent will not be obtained. I have discussed this with the REC Chair. Provide a detailed justification (below or attached):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Feedback**

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 **REB’s Summary for Participants platform here is the link:** [**https://scholar.uwindsor.ca/research-result-summaries/**](https://scholar.uwindsor.ca/research-result-summaries/)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:

* 1. Yes, feedback about the study findings will be made available to participants on the web.
  2. 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.)

We strongly encourage the dissemination of research findings in as many ways as possible. Participants should be notified of this possibility in the informed consent process. How will the results be disseminated (e.g., class presentation, research essay, publication, social media, undergraduate research conference, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Risks and Benefits**

To receive clearance through the WGST-REC, 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 potential emotional, physical, social or psychological harm as well as data security and confidentiality risks. Acceptable minimal risks projects for clearance by the WGST-REC may include topics that are generally not stressful but may involve minor discomfort, such as the gender division of household labour, relationships among family members, etc. For example, interviews asking about views of rape culture would be considered minimal risk whereas asking about personal or family member’s experiences of sexual violence would be higher than minimal risk that require clearance from the main Research Ethics Board. Course projects should avoid topics that would be stressful for most participants (e.g., specific experiences of traumatic events) even if these involve only minimal risk if handled by an expert in the field. Consultation with the course instructor and/or REC Chair is recommended if you are unsure about the appropriateness of the topic.

Describe the **potential risks** (see list below) and how they will be minimized. Note: All applicants must complete this section.

1. Physical risks (including any bodily contact or administration of any substance)?

1. Psychological/emotional risks (feeling uncomfortable, embarrassed, anxious or upset)?
2. Social risks (including possible loss of status, privacy and/or reputation)?
3. Economic risks (including possible costs, loss of job, money, fees)?

Describe the **possible benefits** for participants and/or the community. The benefit must outweigh the risks and costs of the research project. Note: All applicants must complete this section.

1. **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**

|  |  |  |
| --- | --- | --- |
|  |  | All data (e.g., questionnaires, forms, etc.) are identified by a code, not by name or other identifying information |

**YES NO**

|  |  |  |
| --- | --- | --- |
|  |  | Signed consent forms will be kept separate from interview transcripts or survey data in a secure location. Secure location is defined as somewhere no one else except the researcher and/or course instructor has access. |
|  |  | The data collected (including recorded interviews and transcripts) 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. Copies on student computers must be password protected and deleted once the paper has been marked and the grade has been finalized. |
|  |  | Data will only be presented as group data and no individuals will be identifiable in the written paper, class discussions, or other presentations. If you are using a web-based survey, you must use the University’s approved survey software. Consult with WGST-REC Chair if needed. |

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

No interviews may be recorded using cellphones unless this is only recording device available to students (e.g., during COVID crisis). If cellphones will be used, this must be specified in the application.

The approved protocol for protecting participants from breaches of security related to their recorded interviews is as follows:

* record on the audio recorder (digital recorders can be borrowed from WGST office) or cell phone exception,
* as soon as possible, transfer the digital file to a personal computer **that is not connected to the internet** (when the transfer happens) nor shared with anyone else prior to password protection of the file,
* verify that the file is ‘good’ and can be heard when played,
* password protect the file with a password you won’t forget! (<https://support.office.com/en-us/article/Password-protect-documents-workbooks-and-presentations-ef163677-3195-40ba-885a-d50fa2bb6b68>)
* erase the digital file on the recorder or cell phone,
* provide course professor with the file in the way they have requested,
* transcribe, verify, and at the end of the process erase the file.

1. **Compensation**

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

Revision approved by Women’s and Gender Studies Advisory Committee, May 13, 2020