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| **Behavioural Application**  | **For Internal Use Only** |
| **UnivRS Internal ID:****Date Received:** Click here to enter a date. |

**Part 1: Key Information**

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| Title\*: **Full title should also appear on consent and debriefing forms.**Level of Risk: \* Minimal riskExpected Start Date: \* Click here to enter a date.Expected End Date: \* Click here to enter a date.If applicable, explain why this application is time sensitive:  |

**Applicants**

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| **Principal Investigator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | **NSID:**  | **Email:**  | **Phone:**  | **Organization (Department):** |
| **course instructor/ faculty supervisor** |  |  |  | **Dept. of Psychology and Health Sudies, Arts & Science** |

**Sub-Investigator(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | **NSID:**  | **Email:**  | **Phone:**  | **Organization (Department):** |
|  |  |  |  |  |

**Student(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | **NSID:**  | **Email:**  | **Phone:**  | **Organization (Department):** |
|  |  |  | **Use only institutional phone numbers in the application and appendices** | **Dept. of Psychology and Health Studies, Arts & Science**  |

**Primary Contact**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | **NSID:**  | **Email:**  | **Phone:**  | **Organization (Department):** |
| **Instructor** |  |  |  |  |

**Secondary Contact**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** | **NSID:**  | **Email:**  | **Phone:**  | **Organization (Department):** |
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**Sponsor(s)**

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| **Sponsor:** | **Pending / Awarded** |
| **NA** |  |

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**Agency(ies)**

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| This project is funded: \* | [ ]  Yes [x]  No |
| The funding supporting this project will be administrated at the University of Saskatchewan:  | [ ]  Yes, complete Part A[ ]  No, complete Part B |

**Part A: For Grants and Contracts administered by the U of S:**Project Application(s) Directly Associated with the Fund(s) Supporting this Project. Specify the UnivRS internal ID# (for pending grants or contracts): Project(s) Directly Associated with the Fund(s) Supporting this ProjectSpecify the UnivRS internal ID# (for awarded grants or contracts): **Part B: For Grants or Contracts not administered by the U of S:**

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| **Agency:** | **Pending / Awarded** |
| **NA** |  |

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**Location(s) Where Research Activities Are Conducted**

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| Enter every location where this research will be conducted under this Research Ethics Approval: \* Country(ies):\* List all countries where you will be conducting your research under this Research Ethics Approval. If this project will be conducted within schools, health regions, or other organizations, specify how you will obtain permission to access the site. Submit a copy of the certificate or letter of approval when obtained. If you do not plan to seek approval, provide a justification:  |

**Other Ethics Approval**

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| This project has applied for/received approval from another Research Ethics Board(s) \* | [ ]  Yes [x]  No |

If 'yes', identify the other Research Ethics Board(s):  |

**Conflict of Interest**

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| Confirm whether any member of the research team or their immediate family members will:

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| Receive personal benefits over and above the direct costs of conducting the project, such as remuneration or employment: \* | [ ]  Yes [x]  No |
| Receive significant payments from the Sponsor such as compensation in the form of equipment, supplies or retainers for ongoing consultation and honoraria: \* | [ ]  Yes [x]  No |
| Have a non-financial relationship with the Sponsor such as unpaid consultant, board membership, advisor or other non-financial interest: \* | [ ]  Yes [x]  No |
| Have any direct involvement with the Sponsor such as stock ownership, stock options or board membership: \* | [ ]  Yes [x]  No |
| Hold patents, trademarks, copyrights, licensing agreements or intellectual property rights linked in any way to this project or the Sponsor: \* | [ ]  Yes [x]  No |
| Have any other relationship, financial or non-financial, that if not disclosed, could be construed as a conflict of interest: \* | [ ]  Yes [x]  No |

If yes was answered to any question(s), explain the personal benefit(s) and how the conflict will be managed:  |

**Part 2: Project Overview**

**Project Overview**

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| Summarize this project, its objectives and potential significance: \* **State "The primary purpose of the research is to train the student-researcher in the methods of behavioural research." Then provide a very brief overview of the project and rationale in lay terms.**Provide a description of the research design and methods to be used: \* **Attach appendices of all recruitment materials, letters of initial contact, consent forms, research tools, (e.g., questionnaires, focus group guides, interview scripts, etc.), transcript or data release forms. See guidelines document and model applications.** |

**Duration and Location of Data Collection Events**

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| Outline the duration and location of data collection for the following, if applicable:Audio/Video Recording(s):      Ethnography:      Focus Group(s):      Group Interview(s):      Home Visit(s):      Individual Interview(s):      Non-Invasive Physical Measurement(s):      Participant Observation:      Questionnaire(s):      Secondary Use of Data or Analysis of Existing Data:       Other:  |

**Internet-Based Interaction**

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| Confirm whether this project will involve internet-based interactions with participants, including e-mails: \* | [ ]  Yes [ ]  No |

If a third party research or transaction log tool, screen capturing or website survey software or masked survey site is used, describe how the security of data gathered at those sites will be ensured: Describe how permission to use any third party owned site(s) will be obtained: If participants may be identified by their email address, IP address or other identifying information, explain how this information will remain private and confidential:  |

**Anonymity and Confidentiality**

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| Confirm whether participants will be anonymous in the data gathering phase of the project: \* | [ ]  Yes [ ]  No |

If 'No' was answered to the previous question, explain how the confidentiality of participants and their data will be protected, and include whether the research procedures or collected information may reasonably be expected to identify an individual: **NOTE: Anonymity means no one including the researchers knows the identify of participants or can link any individual to their data (e.g., anonymous online survey). If your data collection is being completed in person, or if you have any communication with participants signing up for or participating in your study, then your study does not provide anonomity for participants** Identify any factors that may limit the researchers’ ability to guarantee confidentiality:

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| Limits due to the nature of group activities, such as a focus group where the project team cannot guarantee confidentiality: | [ ]  Yes [ ]  No |
| Limits due to context: individual participants could be identified because of the nature or size of the sample: | [ ]  Yes [ ]  No |
| Limits due to context: individual participants could be identified because of their relationship with the project team: | [ ]  Yes [ ]  No |
| Limits due to selection: procedures for recruiting or selecting participants may compromise the confidentiality of participants, such as those referred to the project by a person outside the project team:  | [ ]  Yes [ ]  No |

Other confidentiality limits:  |

**Risks and Benefits**

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| Explain the psychological, emotional, physical, social or legal harms that participants may experience during or after their participation: **No above-minimal risks of any kind.**Describe how the above risks will be managed. If appropriate, identify any resources to which they can be referred: Describe the likely benefits of the research that may justify the above risk(s): **There may be no tangible benefits for participation.** |

**Part 3: Community Engagement**

**Aboriginal Peoples and Community Engagement**

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| Aboriginal communities, peoples, language, culture or history is the primary focus of this project: \* | [ ]  Yes [ ]  No |
| Aboriginal people will comprise a sizable proportion of the larger community that is the subject of research even if no Aboriginal-specific conclusions will be made: \* | [ ]  Yes [ ]  No[ ]  Not Applicable |
| There is an intention to draw Aboriginal-specific conclusions from this project: \* | [ ]  Yes [ ]  No |
| This project will involve community-based participatory research: \* | [ ]  Yes [ ]  No |
| There will be a research agreement between the researcher and community: | [ ]  Yes [ ]  No |

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**Aboriginal Engagement and Community-Based Participatory Research**

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| If 'yes' was answered to any of the above questions, complete the following:Outline the process to be followed for consulting with the appropriate community: Describe the organizational structure and community processes required to obtain approval within the specific community(ies): Describe any customs and codes of research practice that apply to the particular community(ies) affected by the project: Describe how the research plan will consider mutual benefit to the participating community(ies), support capacity building through enhancement of the skills of community personnel and the recognition of the role of elders and other knowledge holders: Describe how the community representatives will have the opportunity to participate in the interpretation of the data and the review of research findings before the completion of any reports or publications: Describe how the final project results will be shared with the participating community(ies):  |

**Part 4: Recruitment and Consent**

**Participant Recruitment**

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| Indicate the expected number of participants and provide a brief rationale for the number: \* Describe the criteria for including participants: \* Describe the criteria for excluding participants: \* Provide a detailed description of the method of recruitment, such as how and whom will identify and contact prospective participants: \* **NOTE - Please edit and select ONY the following sections that apply to your specific research project: Participants may be selected by the researcher from several sources. First, students in 300-level laboratory classes may participate in exchange for reciprocal participation in their research studies. Research participation by student in laboratory classes is encouraged to permit a broader understanding of the research enterprise. Second, friends, family and relatives of the researcher may be recruited. Finally participants may be recruited from the psychology participant pool, and they will receive one bonus mark for approximately each half hour of research participation. The study will be posted on a secure web page (http://usask.sona-systems.com/). Participants sign-up to participate after reading a description of the study (several studies are posted simultaneously) and then selecting a convenient time to attend. There is no anticipated relationship between pool participants and the researcher.**If the project involves vulnerable, distinct, or cultural groups, or if the project is above minimal risk, describe the research team's experience or training in working with the population: Explain any relationship between the researchers and the participants, including any safeguards to prevent possible undue influence, coercion or inducement: \* **If you are recruiting family and friends: We will be recruiting family and friends for participation in our study. They will be invited to participate through a letter of invitation (attached in Appendix X) which clearly states that they are free to decline participation, or to withdraw from participation at any time, without negative impact to the relationship. If the request to participate is declined, the choice will be respected and they will not be asked again to participate. Family and friends may not receive compensation for their participation.Family and friends will be asked to review a specific consent form (attached in Appendix X) and debriefing form (attached in Appendix X).** Provide the details of any compensation or reimbursements offered to the participants:  |

**Consent Process**

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| Describe the consent process: **Participants will be first informed about the purpose and procedures of the study. Participants will then be given a consent form that they will be asked to read and sign. A copy of the consent form may be found in Appendix A. The final section of the consent form must specify that the project has been approved by PSY-REC. In addition, the consent form should include the following URL directing participants to the contact information for the Research Ethics Board (REB) should they have questions or concerns: https://vpresearch.usask.ca/ethics/human-ethics.php. If the study involves in-person participation, the student-researcher will answer any questions about the study before proceeding. NOTE: Please indicate how the consent form will be provided (in person, online, by email, etc.)****FOR IN-PERSON PARTICIPATION: Participants will be debriefed verbally and given a written debriefing form once participation is complete. A copy of the debriefing form is attached (Appendix B). Participants will be able to access a copy of the final report by contacting the student-researcher.****FOR ONLINE PARTICIPATION: Participants will be provided a written debrifing form once participation is complete. A copy of the debriefing form is attached (Appendix B). Participants will be able to access a copy of the final report by contacting the student-researcher.** **Qualitative research with no transcript release: Participants will be debriefed verbally and through a written debriefing form once participation is complete. A copy of the debriefing form is attached (Appendix B). Participants will be able to access a copy of the final report provided that the anonymity of other participants is not compromised. In cases where anonymity could be compromised, all participants will be asked to sign a group confidentiality clause before the report is released. Participation may request and receive a copy of their interview transcripts.**Specify who will explain the consent form and consent participants: \* Explain where and under what circumstances consent will be obtained from participants: \* Describe any situation where the renewal of consent might be appropriate and how it may be obtained: \* If deception of any kind will be used, justify its use, describe the protocol for debriefing and re-consenting participants upon completion: \* **There will be no deception because deception is deemed above minimal risk.**If any of the participants are not competent to consent, describe the process by which their capacity or competency will be assessed, identify who will consent on his/her behalf (including any permission or information letter to be provided to the person or persons providing alternate consent), as well as the assent process for participants: Describe how and when participants will be informed about their right to withdraw, including the procedures to be followed for participants who wish to withdraw at any point during the project: \* **Please select the statement that best fits your study: FOR IN-PERSON PARTICIPATION: The consent form clearly indicates that participants have the right to withdraw from the study at any time and for whatever reason without penalty. After signing the consent form, participants will be reminded of their right to withdraw. When participants decide to withdraw, data collection will be stopped immediately and they will be thanked for their participation. A copy of the debriefing form will be provided and each participant will be asked if there are any questions or concerns about the nature of the study. The participant will receive the same compensation as others who complete the study in full. All data collected from the participant will be destroyed beyond recovery. Regarding withdrawal of data, please specify a date (e.g., Data may not be withdrawn after March 15, 2017) or other specific restriction (e.g., Participants may withdraw their data up until the results are submitted for formal review or evaluation).** **FOR ONLINE PARTICIPATION: The consent form clearly indicates that participants have the right to withdraw from the study at any time and for whatever reason without penalty. Participants indicate that they understand this right by selecting the consent to participate option. When participants decide to withdraw, data collection will be stopped immediately, and participants will be directed to a screen that provides a copy of the debriefing information. Participants will be provided with the student-researcher's contact information if they have any questions or concerns about the nature of the study. The participant will receive the same compensation as others who complete the study in full. All data collected from the participant will be destroyed beyond recovery. Regarding withdrawal of data, please specify a date (e.g. Data may not be withdrawn after Match 15, 2017) or other specific restrictions that may influence the participant's ability to withdraw (e.g. Participants can withdraw their data up until the results are submitted for formal review or evaluation). NOTE: If the online survey is anonymous you must make it clear to participants that their right to withdraw extends only until their responses are submitted. (e.g. Participants may withdraw at any time during partcipation, but once a participant submits their responses, it is no longer possible to withdraw the data as they responses are submitted anonymously and cannot be identified for removal after that point.**  |

**Part 5: Security and Storage**

**Data Security and Storage**

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| Identify the research personnel responsible for data collection: \* **The student researcher(s)**Specify who will have access to raw data, which may include information that would identify participants: \* **The student researcher(s) and faculty supervisor.**Describe the data storage plans, including the arrangements for preventing the loss of data: \* **NOTE: Please select the statement below that best fits your data storage plans and provide additional details regarding storage arrangements:****DATA STORED WITH PLANS TO PUBLISH/PRESENT: The data will be stored for a minimum of 5 years, as per the University of Saskatchewan research guidelines. After that time, all data will be destroyed beyond recovery.** **DATA STORED UNTIL END OF TERM: The data will be stored until the end of the term, then the data will be destoryed beyond recovery.**

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| Confirm whether the Principal Investigator will be responsible for data storage: \* | [x]  Yes [ ]  No |

If no, specify the reasons and indicate who will be responsible for data storage: Specify how long data will be retained: \* 5 years minimum as per University of Saskatchewan GuidelinesIf other, specify duration and provide justification: Explain how the collected data is intended to be published, presented, or reported: \* **NOTE: Please select the statement that best fits your data useage plans:****PLAN TO PUBLISH DATA:The data will be used as the basis for a research paper, presentation, and/or poster assignment for the course. The data may also be published in an academic journal and/or presented at a professional conference. (NOTE: If this option is selected, you must indicate that data will be stored for a minimum of five years in the section above).****PLAN TO PRESENT ONLY FOR COURSE ASSIGNMENTS: The data will be used as the basis for a research paper, presentation, and/or poster assignment for the course.** **QUALITATIVE RESEARCH ALTERNATIVE (no transcript release obtained): The data will be used as the basis for a research paper for the course.**Describe the final disposition of research materials: \* **Destroyed beyond recovery.**

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| State whether data will be transferred to a third party: \* | [ ]  Yes [x]  No |

Organization(s) where data will be transferred: Indicate how data will be transferred to the third party: Choose an item.If other, please specify:  |

**Part 6: Declaration of Principal Investigator**

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| By submitting this application form, the Principal Investigator (PI) attests to the following: * the information provided in this application is complete and correct.
* the PI accepts responsibility for the ethical conduct of this project and for the protection of the rights and welfare of the human participants who are directly or indirectly involved in this project.
* the PI will comply with all policies and guidelines of the University and affiliated institutions where this project will be conducted, as well as with all applicable federal and provincial laws regarding the protection of human participants in research.
* the PI will ensure that project personnel are qualified, appropriately trained and will adhere to the provisions of the Research Ethics Board-approved application.
* that adequate resources to protect participants (i.e., personnel, funding, time, equipment and space) are in place before implementing the research project, and that the research will stop if adequate resources become unavailable.
* any changes to the project, including the proposed method, consent process or recruitment procedures, will be reported to the Research Ethics Board for consideration in advance of implementation.
* will ensure that a status report will be submitted to the Research Ethics Board for consideration within one month of the current expiry date each year the project remains open, and upon project completion.
* if personal health information is requested, the PI assures that it is the minimum necessary to meet the research objective and will not be reused or disclosed to any parties other than those described in the Research Ethics Board-approved application, except as required by law.
* if a contract or grant related to this project is being reviewed by the University or Health Region, the PI understands a copy of the application, may be forwarded to the person responsible for the review of the contract or grant.
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**Document(s)**

Please provide a list of documents that are being submitted along with this application: e.g. Consent forms, questionnaires, interview questions, data collection sheets, recruitment materials.