# DOUGLAS COLLEGE RESEARCH ETHICS BOARD REQUEST FOR APPROVAL OF PROPOSED RESEARCH

Identify the type of request you are submitting by clicking one of the following options:

I am requesting a delegated review. I believe my research involves minimal risk, as defined in the Douglas College Policy on Ethical Conduct for Research Involving Humans (A02.10.05.)

I am requesting a delegated review. My research proposal has been approved by another Research Ethics Board. I have attached copies of all of the materials that were submitted to that Board, and I have attached copy of the letter or certificate of approval that I received from that Board. I have provided contact information for the REB that approved my research proposal, and I have provided the necessary information about local supports for Douglas College participants in section 18 of this form.

I am requesting a full review. I believe my research involves more than minimal risk. I have provided a detailed description of my research in section 10 of this form, and understand that I may be asked to provide more detail if required.

I am requesting a course review. I have provided information about the type of research assignment that students are expected to complete in the course. I understand that the instructor of the course is responsible for ensuring that students comply with professional standards of ethical research.

**The Board will only review complete proposals**. Save an electronic copy of this form, and forward the completed form, plus the supporting documents, to the REB: [reb@douglascollege.ca.](mailto:reb@douglascollege.ca) The subject line of your email must be your last name, the date (DD/MM/YY), and “REB request for approval”.

You must not begin research until you have received final approval from the Board. Inquiries about applications and reviews may be directed to the Chair of the REB, Dr. Laura Farres [farresl@douglascollege.ca.](mailto:sobstyle@douglascollege.ca)

# RESEARCHER AND PROJECT IDENTIFICATION

# Name, address, and telephone number of Principal Researcher (or Instructor for Course Reviews)

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# College department, program, or external address for Principal Researcher (or Instructor for Course Reviews)

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# Email address for Principle Researcher (or Instructor for Course Reviews)

1. **Names and institutional affiliations of all Co-Researchers (or Instructors for Course Reviews)**

# Contact person (if different from Principal Researcher), email address, and telephone number

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# Title of Project (or Course Name and number for Course Reviews)

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# Granting Agency or Source of Funds (not applicable to Course Review

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# Proposed project period (DD/MM/YY to DD/MM/YY). (Both start and finish dates must be included)

# Start:       Finish:

# Location where research will be conducted

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# Summarize your research objectives, methods, procedures, and measures. Provide sufficient detail to enable the Board to identify any potential ethical concerns and recommend safeguards. (For course reviews, give a detailed description of the type of research to be completed by students, and provide details about how the instructor will fulfill their responsibility for the ethical oversight of the research)

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# How many participants will participate in the study?

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1. **How will participants be selected? Do you plan to use Douglas College students, faculty, or staff as participants? Will any of the participants be legal minors?**

1. **Some participant populations are considered especially vulnerable. Will any such vulnerable individuals be invited to participate in the research?**

1. **What information about the study will be provided to recruit participants? (Attach copies of your recruiting documents and information sheets to be given to potential participants)**

1. **Describe the process by which you will obtain free, voluntary, and ongoing consent from participants.(Attach a copy of your consent form as well)**

1. **What questions will you ask participants? (Attach copies of your questionnaires or interview questions. If you are measuring other responses, explain how they will be assessed.)**

# Identify any potential harm or risk to participants as a result of their involvement in the research.

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# What steps will you take to reduce any potential for harm or risk to the participants? For projects where participants are Douglas College students, faculty, or staff, describe your process of referral to appropriate College services.

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# DATA

1. **How long will you store your data? When and how will the data be destroyed? If data are not to be destroyed, how will they be archived, and how will archived data be secured?**

1. **Will participants receive any compensation, payment, or other incentive for their involvement in your project? If so, describe what they will receive and how they will receive it.**

1. **Please declare any material interest, financial or otherwise, that you or a family member may have in the conduct, outcome, or use of this research.**

1. **How do you plan to use the results of your research?**

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# SIGNATURES

**Electronic submissions sent via Douglas College email do not require signatures. Insert names and dates only.**

**By submitting this application, I certify that the information in this application is correct, and I acknowledge my responsibility to conduct research according to the ethical standards of the College and my discipline, and to fulfill my responsibility to be aware of my legal and regulatory obligations.**

# Principal Investigator (Advisor       Date:

# or instructor for course reviews)

# Co-investigators (student       Date:

# Researchers for course reviews)