

Student Project: ETHICS REVIEW - Instructor's Review Form

NAME OF STUDENT: _____

SHORT NAME OF PROJECT: _____

INSTRUCTOR: _____

1. Ethics Review Elsewhere

Your project has been referred to the appropriate ethics committee for further consideration. See your instructor for updates on the status of your ethics protocol. Please ensure that you retain this ethics review report and bring it along if you meet with your instructor.

Do not yet proceed with your project.

Date: _____

2. Important Information Missing And/or Significant Changes Required

Please read the comments provided below (and on the back of this page). Respond after you have consulted with your instructor. Provide your instructor with a written copy of the information requested and/or changes that you have made to your project to address these concerns. Be sure to include the date, your name, project title, and your instructor's name on your written response to your instructor, and attach this ethics review report as the first page.

Do not yet proceed with your project.

Date: _____

3. Minor Information Missing And/or Minor Changes Required

Please read the comments provided below (and on the back of this page) and respond. You may need to consult with your instructor. Provide your instructor with a written copy of the information requested and/or changes that you have made to your project to address these concerns. Be sure to include the date, your name, project title, and your instructor's name on your written response to your instructor, and attach this ethics review report as the first page.

Do not yet proceed with your project.

Date: _____

4. Your Project Has Received Ethical Approval

Your research project has now been ethically approved. Please make sure that you retain this ethics review report as you will need it for further reference and use.

You may now proceed with your project.

Date: _____

Signature: _____

Comments:

1. RECRUITMENT LETTERS/ADVERTISING/SIGN-UP MECHANISM

- _____ Provide a brief title for your study
- _____ Briefly describe the task(s) required of the participants
- _____ Clearly indicate the length of time required of participants
- _____ Clearly indicate any compensation or other inducement offered
- _____ Other concerns (as indicated directly below)
- _____ Make changes to recruitment letter as indicated

2. INFORMED CONSENT FORM (or LETTER OF INFORMATION)

- _____ Provide a brief title for your study
- _____ Briefly and clearly describe the task(s) participants are agreeing to perform
- _____ Clearly indicate the length of time required to complete tasks
- _____ Clearly indicate any compensation or other inducement offered
- _____ Clearly indicate that individual data will be kept confidential and used for research purposes only
- _____ Indicate that audio and/or video tapes will be erased at any time if the participant wishes
- _____ State that participants may leave the study at any time, for any reason, without any penalty whatsoever
- _____ State that participants may omit a response to any specific test item, without penalty
- _____ State that there are no known risks to participation, or state the risks
- _____ State that participants will receive written feedback at the end of the session or study and/or participants have an opportunity to ask questions about the study
- _____ Include a section for the participant's signature and that of parent/guardian to confirm informed consent
- _____ Add your name and your instructor's name
- _____ Other concerns (as indicated directly below)

3. WRITTEN DEBRIEFING/FEEDBACK FORM

- _____ Elaborate your feedback
- _____ Rewrite your feedback at a level that is understandable to your participants
- _____ Add a few references at the end of your feedback form
- _____ Add your name and instructor's name at the end of the feedback form, and how your instructor can be reached (i.e., Room Number, Phone Number, e-mail address)
- _____ Other concerns (as indicated directly below)