

**APPENDIX A**

**CHECKLIST FOR ETHICAL ASSESSMENT**

**OF RESEARCH PROPOSALS**

The following is based on a checklist designed by the Canadian National Council of Ethics in Human Research (NCEHR) and is used by the King’s University College Research Ethics Review Committee to assess your submission. We recommend that you complete this checklist, for your own information, as a helpful way to confirm that you have considered all relevant issues.

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| **Please submit your completed checklist with your Ethics Protocol Submission Form. HAVE YOU INCLUDED OR ADDRESSED THE FOLLOWING ISSUES?** |

|  | | **Yes** | **Not Appl.** |
| --- | --- | --- | --- |
| **A)** | **KUC NON-MEDICAL RESEARCH RERC SUBMISSION FORM** |  |  |
| 1  a.  b. | All the investigator(s)  signed and dated the Application Form  the start date is not prior to the RERC committee meeting |  |  |
| 2 | The following components of the Protocol Submission Form are filled out |  |  |
| a. | overall description of the research population |  |  |
| b. | objectives of the project |  |  |
| c. | overview of methodology |  |  |
| d. | detailed description of research participants in Section 3 |  |  |
| e. | instruments to be used in study in Section 2 |  |  |
| f. | the use of deception in Section 5 |  |  |
| g. | risks and benefits of the research in Section 6 |  |  |
| h. | compensation and costs in Section 7 |  |  |
| i. | protection of health and safety of participants in Section 6 |  |  |
| j. | confidentiality & protection of privacy in Section 8 |  |  |
| k.  l. | informed consent in Section 9  if you are using RAs or a transcriber please attach the confidentiality form you will have them complete |  |  |
| **B)** | **Information sheet and consent form** |  |  |
| 1 | The information sheet clearly identifies and or explains |  |  |
| a. | the name of the investigator(s) |  |  |
| b. | the phone number of the investigator(s) |  |  |
| c. | that the proposed procedure or intervention is for research |  |  |
| d. | that participation is voluntary and can be withdrawn at any time |  |  |
| e.  f. | that the participant will keep the information sheet and one copy of the signed consent form  if on line consent is sought that the Privacy Commission Guidelines are followed |  |  |
| g. | the purpose of the research |  |  |
| h. | the likely time needed for each involvement of the participant |  |  |
| i. | the nature of foreseeable inconveniences and harms associated with the research and the likelihood of their occurrence |  |  |
| j. | potential benefits to the participant or to other associated with the research and the likelihood of their occurrence |  |  |
| k. | how anonymity and confidentiality will be protected if necessary  (Who will have access to the data; how it will be stored; if participants will be identified in publications); |  |  |
| l. | The researcher has informed participants that original data will be retained in secure storage for certain years. |  |  |
| m. | the details regarding reimbursement |  |  |
| n.  o. | contact information for the Associate Academic Dean must be given as a third party that participants can contact for questions and complaints  all forms include King’s letterhead[[1]](#footnote-1) |  |  |
| 2 | Consent Forms: |  |  |
| a. | a statement or description of the research that does not pressure or unduly sway people to participate |  |  |
| b. | in the prospective participant’s or participant’s parent/ guardian’s preferred language |  |  |
| c. | at an appropriate level, taking into consideration the type of participant (e.g., child or adult or special needs) |  |  |
| d. | includes a space for the signature of the participant (or parent or guardian), of the investigator(s) (and of a witness if the research involves high risks) and date |  |  |
| e. | There is consistency between the consent form content and the information sheet content. |  |  |
| **C)** | **THE FOLLOWING DOCUMENTS ARE APPENDED** |  |  |
| a. | instruments to be used |  |  |
| b. | information sheet |  |  |
| c. | consent form |  |  |
| d. | other (specify) |  |  |

*September 2009; Revised: November 2011; March 2018*

1. Note: for on line instruments that do not allow for logos please ensure *King’s University College, London, Ontario (or London, Ontario, Canada)* is displayed at the top of the document [↑](#footnote-ref-1)