



## KING'S UNIVERSITY COLLEGE

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### Student Project: ETHICS REVIEW PROTOCOL

Learning how to carry out research in the social sciences and humanities entails learning the *ethical responsibilities* that are an inherent part of becoming a researcher. These ethical responsibilities include treating participants humanely, fairly, and with respect. These ethical responsibilities have been outlined in the *TCPS 2 - Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2010)* and in the guidelines of the Research Ethics Review Committee (RERC) of King's University College.

**GENERAL INSTRUCTIONS** An ethics review is an obligatory part of any research project. Please have your instructor indicate ethical approval by signing this protocol directly below. Your submitted ethics protocol will remain on file with the instructor. You should also retain a copy of this protocol after it has been signed by your instructor.

### STATEMENT OF ETHICAL APPROVAL FOR STUDENT PROJECT

(to be read and signed by both the Instructor and Student)

NAME OF STUDENT: \_\_\_\_\_

SHORT NAME OF PROJECT: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

I have read and approved my student's ethics review protocol for his/her research project. I have discussed with my student and clarified any ethical issues that may be involved in this research. As instructor, I understand that I am responsible for all ethical aspects of this project.

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### INSTRUCTOR'S STATEMENT OF PRIOR ETHICS REVIEW COMMITTEE APPROVAL FOR THIS PROJECT (only to be completed by supervisor if applicable)

I certify that this project falls within the terms of reference of an already approved ethics review protocol. The title of the approved project is \_\_\_\_\_ with approval obtained on the following date \_\_\_\_\_.

**Please attach a copy of the ethics approval acknowledgement.**

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

1. **PROCEDURES FOR YOUR STUDY**

Clearly and briefly describe the procedures for your study. Indicate exactly what variables you will be examining (i.e., your independent and dependent variables; or your predictor and criterion variables). In addition, state the number of participants to be tested and any other relevant participant characteristics, the location and duration of testing, and how participants will be recruited and debriefed. Indicate whether any remuneration or other inducement to participate is entailed.

2. **SPECIFIC ETHICAL RESEARCH ISSUES**

Please answer all of the following questions. If you answer “yes”, you must clearly and concisely justify your use of the procedure.

- a. Will any form of deception be used in the conduct of your study? YES \_\_\_ NO
- b. Will any form of coercion be used in the conduct of the study? YES \_\_\_ NO
- c. Will participants be exposed to any physical harm, emotional stress, or be asked to commit acts that might diminish their self-respect? YES \_\_\_ NO
- d. Will participants be asked any sensitive personal questions? YES \_\_\_ NO
- e. Will participants receive remuneration or other reward for participating? YES \_\_\_ NO
- f. Will written, taped, e-mailed or any other responses be available to anyone other than yourself and your supervisor? YES \_\_\_ NO

**Please provide a clear justification for any ‘yes’ responses.**

3. **PARTICIPANT RECRUITMENT**

- a. Will participants be aware that they are in your study? YES \_\_\_ NO  
(if NO, provide clear justification.)
- b. Do you foresee any potential conflict of interest in your relationship with any participants?  
YES \_\_\_ NO \_\_\_  
(if YES, please explain.)

**Please append copies of any recruitment letters and/or recruitment advertisements that you would like to use.**

4. **INFORMING and OBTAINING INFORMED CONSENT**

The purpose of the information sheet and informed consent form is to ensure that participants in research projects clearly understand what they are agreeing to do, and can weigh risks and benefits. They should be informed of their freedom to decline involvement or withdraw from the study at any time without any penalty, and of the steps being taken to protect them. Information should be presented in a way that takes into consideration participants’ level of competence, language and reading skills. The requirement that consent be “free”, as well as informed, dictates that those from whom consent is sought not be vulnerable to exploitation, coercion, or over-inducement. The invitation to a prospective participant must be made in a way that allows the individual freedom of choice. Your instructor should be able to provide you with examples of acceptable examples used in the past or you may consult the King’s University College web site for information about designing consent forms [*Instructions for Preparing Letters of Information & Consent Forms*].

**Please append a copy of the information sheet that you will give or read to each participant or parent/guardian in your study. Please also append a copy of your consent form.**

5. **YOUR WRITTEN DEBRIEFING FORM**

**Please append a copy of the Written Debriefing Form that each participant in your study will receive.**

This form is a 2-3 paragraph description of the purpose of your experiment, what you hope to find, and how participants assisted you. It is intended to provide the participant and parent (or guardian) with a learning experience for participating in a research study. It should be free of jargon and written at a level that is understandable to your participants or parents. The form should also include 2 or 3 relevant references relating to your project that the participant or parent may wish to pursue. The bottom of the form should indicate your name and status in the department/school/interdisciplinary programme (e.g., student, Undergraduate or Graduate Project); and also the name, office number, and office phone number of your instructor. Again, your instructor should be able to provide you with examples of acceptable debriefing forms that have been used in past research studies.

6. **SUPPORTING DOCUMENTATION**

**Please append a copy of published or unpublished tests, questionnaires, etc. that you plan to use.**

7. **ADDITIONAL ETHICS REVIEW**

Consult your instructor and list below the name(s) of ethics review committees in any other institutions that must also approve your research project.

[LINK TO INSTRUCTORS' REVIEW FORM](#)