

Research Ethics Board
Alberta University of the Arts

Research Ethics Application

This application form is used for ethics review of *all* research, artistic and creative practice activities involving human subjects or animal subjects *except* for the following:

For course related artistic practice activities deemed to be of minimal risk by Instructors who have completed the Tri-Council Policy Statement 2 Course on Research Ethics (TCPS2 CORE).

References to research in this document shall be understood as including research, artistic or creative practice activities. This form is to be submitted by the Principal Investigator (PI), which refers to the person who leads research, supervises the other researchers, is a supervisor to graduate students, and is responsible for the administration of the project. In a course the Principal Investigator is the student's Instructor.

Deliver the completed and signed applications to the Research Ethics Board. Incomplete applications will be returned for completion.

No research with human subjects or animal subjects shall commence prior to approval by the AUArts Research Ethics Board.

(AUArts-REB Use Only)	
Date Received:	Date Reviewed:
Reviewers:	
Status/Date:	

SECTION A - GENERAL INFORMATION

1. PROJECT TITLE			
2. PROJECT DATES: (Commencement to Completion)			
3. RESEARCHERS:	Name	Program	Email
Principal Investigator(s)			
Principal Student Researcher			
Co-Investigators			

Attach a copy of the completion certificate of the Tri-Council Policy Statement 2 Course on Research Ethics for each researcher and co-researcher.

4. SCOPE OF PROJECT	<input type="checkbox"/> Undergraduate Research <input type="checkbox"/> Graduate Research <input type="checkbox"/> Faculty Research <input type="checkbox"/> Administrative Research	Other (describe)
5. PARTNERS & COLLABORATORS List the individuals, organizations or companies that will be involved in this research project. Attach any agreements that are available.	Persons and Contact Information	Organizations (name and address)
6. OTHER ETHICS CLEARANCE List other institutional research ethics boards that have approved or will review this project.	Institutional REBs	Application Numbers and approval dates
7. PROJECT FUNDING Describe all sources of funding for this project.		

SECTION B - SUMMARY OF PROPOSED RESEARCH

1. RATIONALE Describe the proposed research and its aims. This should be consistent with the research consent form. If necessary, attach extra pages.	
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<p>2. METHODOLOGY Describe the research procedures and methods that will be used.</p>		
<p>3. PARTICIPANTS Indicate the groups that are intended to be participants in the research. Check all that apply.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Undergraduate students at AUArts <input type="checkbox"/> Graduate Students at AUArts <input type="checkbox"/> Faculty or Staff at AUArts <input type="checkbox"/> Members of specific groups or organizations <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> People who do not have full capacity to offer free and informed consent <input type="checkbox"/> Children or Adolescents (specify) <input type="checkbox"/> Adults <input type="checkbox"/> Vulnerable populations <input type="checkbox"/> Other (specify) <input type="checkbox"/> Animals (specify) 	<p>Describe any specific inclusion or exclusion criteria (affiliation, gender, age ranges, other)</p>
<p>4. RECRUITMENT Describe how participants will be recruited. Attach any recruitment material.</p>		
<p>5. INCENTIVES Will participants be offered incentives to encourage their participation? If yes describe incentives and rationale for using incentives.</p>		
<p>6. SETTINGS OF RESEARCH Specify the locations of research.</p>		
<p>7. FEEDBACK TO PARTICIPANTS/ DISSEMINATION OF RESULTS Describe plans to share the results of your research. Clarify if these are publications, conferences, workshops, and exhibitions, etc. Include a statement of potential yet currently unknown venues. This should be consistent with the language used on the consent form.</p>		

SECTION C - PROPOSED RISK / BENEFIT RATIO

1. BENEFITS:	Describe any known or intended benefits to subjects or to society.	
2. RISKS: Indicate any risks that are likely to happen to subjects or participants as a result of the research. Describe if the risks identified are greater or less than the risks that the subjects might encounter in similar activities in their everyday lives.	Check all that apply. <input type="checkbox"/> Physical risks <input type="checkbox"/> Psychological or emotional risks <input type="checkbox"/> Social risks (including privacy issues, economic position, status, relations with others) <input type="checkbox"/> The research involves an element of deception (describe in detail) <input type="checkbox"/> The research involves the disclosure of information that is intimate or sensitive in nature. <input type="checkbox"/> Other (describe)	Describe
3. MITIGATING RISKS:	Describe how the researchers will mitigate the risks described above. Describe the resources that will be offered to participants and if the researchers are equipped to deal with identified risks.	

SECTION D - THE CONSENT PROCESS

1. CONSENT FORMS: Describe how subject consent will be obtained and include any consent materials or forms. The consent form templates may be modified to fit the needs of the research.	Describe	
2. WITHDRAWAL	Describe if there are any restrictions to the subjects' right to fully withdraw their participation and data during the course or after the conclusion of the research project.	

SECTION E - CONFIDENTIALITY & SECURITY

<p>1. PRIVACY: Indicate the level of confidentiality built into the research. Describe the rationale for the collection of identifiable subject data (such as names, phone numbers).</p>	<p>Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Directly identifiable - subjects may be identified by data. (describe) <input type="checkbox"/> Indirectly identifiable - subjects may be identified through a combination of data. <input type="checkbox"/> Coded - subject identifiers are removed from the data and replaced by a code. <input type="checkbox"/> Anonymized - data are stripped of identifiers and subjects cannot be identified by the data. <input type="checkbox"/> Anonymous - data never had identifiers associated with subjects. 	<p>Describe.</p>
<p>2. STORAGE AND HANDLING OF DATA DURING RESEARCH:</p>	<p>If identifiable data will be collected, describe in detail how these materials will be stored and handled during the course of research.</p>	
<p>3. STORAGE AND ACCESS AFTER THE CONCLUSION OF RESEARCH:</p>	<p>Research data and confidential materials will be submitted for secure storage to the Office of Research and Academic Affairs for secure storage. If researchers require that the data or confidential materials be stored or shared outside of the University following the conclusion of the research, describe these plans in detail.</p>	

SECTION F - APPLICATION SUBMISSION DOCUMENT CHECKLIST

<p>Check all documents that are attached:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consent form(s) <input type="checkbox"/> Other consent materials <input type="checkbox"/> TCPS2: CORE certificates for each researcher <input type="checkbox"/> Agreements with partners or collaborators <input type="checkbox"/> Certificates of approval from other REBs <input type="checkbox"/> Project proposals from funding applications <input type="checkbox"/> Thesis proposal <input type="checkbox"/> Subject recruitment materials <input type="checkbox"/> Media Release Form <input type="checkbox"/> Other (describe) 	<p>Describe additional materials that are included with this application or that will be submitted later. List pending documents and expected date of delivery.</p>
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SECTION H - DECLARATION

FOR ALL APPLICANTS:

I have read the AUArts Research Ethics Procedure. I will ensure that all research, artistic and creative investigations using human subjects or animal subjects that are described in this application meet current Alberta University of the Arts ethical standards and shall not violate applicable city, provincial, or federal law.

I have completed the Tri-Council Policy Statement 2 Course on Research Ethics and have included the certificate of completion with this application.

I will not undertake any research using human subjects or animal subjects without prior consent by the AUArts Research Ethics Board. I will inform the AUArts-REB of any changes to the subject research or any incidents relating to the subject's research covered by this application in a timely manner.

At the completion of the research project, I will submit the following documents to the AUArts-REB office:

- All of the recruitment materials, consent forms, and media release forms used.
- Any data that requires 5-year storage, or a statement indicating its secure location.
- Agreements with external partners that have not yet been submitted.
- Any other pertinent documents or descriptions of changes to the original application, including any occurrences of adverse effects.

Signature (Principal Investigator)	Date
Signature (Principal Student Investigator)	Date
Signature (Co-Investigator)	Date
Signature (Co-Investigator)	Date
Signature (Co-Investigator)	Date