Applications must be sent to Dr Alana Ireland via alana.ireland@stmu.ca before the deadline. In your email you must attach your application as a **SINGLE Word document** (electronic signatures are accepted). Please ensure you include all necessary appendices in your word document. Applications that do not follow these requirements may not be reviewed.

SUBMISSION DATE (DD/MM/YY):	
1.1 Principal Investigator:	
Surname	Given Name
Position (Check One) ☐ StMU Faculty Member ☐ StMU Student If you are a student, include your supervisor's name and email address here (you will need your supervisor's signature, see last page): ☐ Researcher from another institution Please indicate your institution and position here: StMU Faculty and Students: ☐ Psychology ☐ Liberal Studies ☐ English ☐ History ☐ General Studies ☐ Natural & Mathematical Sciences ☐ Education	
E-mail Address	Telephone ( )
Mailing Address	
1.2 Co-applicant(s): If more than one, provide same details as below as an attachment	
Surname	Given Name
Position/Affiliated University or organization:	
E-mail Address	
Telephone ( )	

Position (Check One) ☐ StMU Faculty Member ☐ StMU Student ☐ Researcher from another Institution		
2.0 Exact Title of the Project		
3. Estimation of Risks: Will this study involve the following? Please check all that apply. For each point that you check 'More than Minimal Risk' you must , a) describe the manipulations and/or potential risks as well as the safeguards or procedures you have in place and b) provide justification for such risk(s) being sure to explain why alternative approaches involving less risk cannot be used. There is a 500 character limit for each point. You may use additional pages, as required. The definition of *Minimal Risk* is: where the probability and magnitude of possible harm implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research.	Minimal Risk	More than Minimal risk
3.1 Psychological or emotional manipulations – might a participant feel demeaned, embarrassed, worried or upset? Could subjects feel fatigued or stressed?	☐	☐
If you ticked 'More than Minimal Risk' for 3.1 please answer a) and b), as above, here:		
3.2 Are there questions that may be upsetting to the participant? Does your study have the potential for identifying distressed or disturbed individuals?	☐	☐
If you ticked 'More than Minimal Risk' for 3.2 please answer a) and b), as above, here:		
3.3 Is there any physical risk or physiological manipulation?	☐	☐
If you ticked 'More than Minimal Risk' for 3.3 please answer a) and b), as above, here:		
3.4 Is any deception involved? Withholding of information from participants?	☐	☐
If you ticked 'More than Minimal Risk' for 3.4 please answer a) and b), as above, here:		
3.5 Is there any social risk - possible loss of status, privacy and/or reputation?	☐	☐
If you ticked 'More than Minimal Risk' for 3.5 please answer a) and b), as above, here:		
3.6 Do you see any chance that participants might be harmed in any other way?	☐	☐
If you ticked 'More than Minimal Risk' for 3.6 please answer a) and b), as above, here:		

4. Project Details:

4.1 Is this an amendment/modification to a previously approved protocol ☐ No ☐ Yes

4.2 Is the research externally funded ☐ No ☐ Yes, if yes, describe source of funding

4.3 Does this research involve any real, potential, or perceived conflict of interest? ☐ No ☐ Yes
If yes, please provide a written disclosure detailing the circumstances and provisions to mitigate the conflict. This should be labeled and attached, in order, to this application.

4.4 Start date of recruitment of participants (mm/yy)	End date of working with participants (mm/yy)

4.5 List the location(s) where the data is/are collected

4.6 Are other approvals/permissions required at the location where this research will occur? ☐ No ☐ Yes
If yes, provide a copy of the approval ☐ Attached ☐ To follow Name the participating institutions here:

4.7 Concisely describe the proposed intent of your research, describing in detail the design and methodology of your study. Be sure to provide evidence and rationale where needed. This should be labeled and attached, in order, to this application. It may be no more than 6 pages, double spaced, font size 12, with margins of 2.54cm. You are reminded that supporting materials (questionnaires, interview questions, etc) mentioned in this section should be included as a clearly labeled and organized Appendix.

4.8 Does this research involve online data collection? ☐ No (proceed to Section 5) ☐ Yes

If yes, tick the type(s):

☐ crowd sourced data

☐ 'publicly available' big data (e.g., public Facebook profiles, Twitter)
☐ restricted access websites (e.g., private chat rooms)

☐ paid for data (e.g., MechanicalTurk, Geofinder)

☐ online data collection provider (e.g., Qualtrics, Survey Monkey, etc)
☐ other: _____

4.8a If you ticked any of the above, list the sites/data providers here:

4.8b Are you fluent with the terms of service and privacy policies of these sites/providers? ☐ No ☐ Yes

4.8c If gleaning online data from public online spaces do you anticipate that participant data may be perceived as sensitive information? (This is especially pertinent to topics like suicide, self-harm, drug abuse, etc.) ☐ No ☐ Yes

Describe why.

4.8d Will you ask participants whether or not they consider this type of data to be personal or private? ☐ No ☐ Yes

Describe why.

4.8e Will this data be identifiable? ☐ No ☐ Yes

Describe why and/or how.

4.8f If you are using an online data collection provider, it is important to know and describe the geographical location of the servers that host the survey and store participants' data. The location of their server is often listed on the survey program main page. If not, you should contact the program administrator directly for this information.

Data anonymity and confidentiality may be vulnerable due to access from governments and companies. When data are stored outside of Canada, the researcher has less control over data protection. For example, data stored on servers based in the USA are subject to the United States Patriot Act that permits US law enforcement officials to seek a court order that allows access to the personal records of any person without that person's knowledge. Given this, the risks to the participants of such a data breach are significant, you should note this here and you must explain the data storage in the informed consent. For example, this requirement may differ depending on whether the survey is anonymous and/or the survey topic sensitive or not.

5. Participants

5.1 Are the potential participants vulnerable in terms of their age, cognitive capacity, circumstances, etc? ☐ No ☐ Yes

If yes, answer the following, in order:

5.1a Describe this population.

5.1b Describe who will be involved in recruitment.

5.1c What are your skills and expertise in working with this population? Do you have any specific training?

5.1d What strategies will you put in place to protect these individuals in regards to your study?

5.1e Does your study contain any possible questions/triggers/manipulations/etc that may distress this population in particular? If so, why is this necessary and how will you as the researcher navigate such distress?

5.2 Describe your method(s) for recruiting participants, explaining:

5.2a How and where you will advertise your project?

5.2b How will you clearly and sensitively approach individuals to participate?

You must include in an Appendix to this application, if applicable:
- A copy of your recruitment notice, advertisement, information sheet, as well as that used by a sponsor or supportive organization.

-The text used for verbal presentations if you are actively seeking participation by speaking to specific groups.

5.3 Are incentives (e.g., remuneration/compensation) offered? ☐ No ☐ Yes

If yes to either, provide a rationale for such remuneration/compensation/incentive, detailing the amount/type, and confirming the budget provisions to meet these obligations.

5.4 Is this a longitudinal project? ☐ No ☐ Yes
If yes, describe how you will ensure obtained consent is sought from participants periodically throughout the project.

5.5 When and how will people be informed of the right to withdraw from the study? What procedures will be followed for people who wish to withdraw at any point during the study? What happens to the information contributed to this point? Will it be destroyed and how?

5.6 Do you plan on providing follow-up material for those involved? (For example, if you have arranged to provide participants with a report of the results.) ☐ No ☐ Yes

If yes, what are they?

5.6a Does your field of study require formal debriefing? ☐ No ☐ Yes

If yes, please provide details about the procedures you will use.

6. Privacy: Confidentiality and Anonymity:

6.1 Check all that apply: Participant contributions will be: ☐ public and cited ☐ anonymous ☐ confidential

Explain the steps you propose to respect an individual's privacy. Describe these precautions in terms of access to raw data, as well as the write-up of the results. For example, will data be reported in aggregate? Will codes be used instead of names to keep track of data? If so, explain how this will work. Will participants select or be given a pseudonym? Will participants be asked to review their contribution before inclusion? In other words, who gets the data and in what form?

6.2 Provide specific details about the security procedures for the data as well as plans for the ultimate disposal of records/data. Who will have access to confidential data now or in the future? Specify the length of time the data will be retained and the plans for disposal of records/data.

7. Benefits

What are the likely benefits of the research to a) the researcher, b) the participants, and c) the research community and society, at large, that would justify asking people to participate?

8. Signatures

I/We, the undersigned, certify that (a) the information contained in this application is accurate; (b) that conduct of the proposed research will not commence until ethical certification has been granted; (c) that the Research Ethics Board will be advised of any revisions to the protocol arising before or after ethical certification is granted. Conduct of research using human subjects that has not received ethics certification is a breach of University policy on integrity in scholarly activity.

Principal Investigator's signature: _____ Date: _____

Co-applicant's signature: _____ Date: _____

Supervisor's Signature: I have been involved in the preparation of this application, and agree with the information it contains.

Supervisor's Signature: _____ Date: _____

****Students: Supervisor Signature is required for all student applications.**

PROTOCOL CHECKLIST – required	N/A	Attached
Copy of the verbal or written explanation that will be provided to participants before they are asked for consent to participate	☐	☐
Copy of the informed consent(s) that will be distributed to each participant.	☐	☐
If written consent is not used, a detailed explanation of alternative procedures is <u>required, plus one or more of the following:</u>	☐	☐
• If verbal consent is to be obtained, (e.g. telephone surveys), a script containing the equivalent points covered by written consent is required.	☐	☐
• Totally anonymous online or mail out questionnaires: Signed consent is not necessary. A covering letter, containing the equivalent points covered by written consent, is required.	☐	☐
Copies of questionnaire(s), sample questions or thematic overview, interview guide, etc	☐	☐
Recruitment: Your recruitment notice, advertisement, and/or information sheet <u>as well as</u> that used by a sponsor or supportive organization, as may be applicable	☐	☐
Documents or information specific to or requested by the potential sponsor.	☐	☐
Completed and signed application for review.	☐	☐

Revised September, 2020