Research Ethics Review Application Form

This application is intended for those seeking ethics approval for new research projects.

All research involving Bow Valley College employees or students requires ethics approval before research can commence. To receive ethics approval, applicants must:

- Ensure the proposed research is conducted in accordance with Bow Valley College's Ethical Conduct for Research Involving Human Participants Policy 500-3-2.
- Submit a completed electronic copy of this application, a PDF copy of the TCPS2 Core Certificate of Completion, and all supporting documentation to researchethics@bowvalleycollege.ca by the submission deadline. Only applications that are deemed complete will be reviewed.

The Research Ethics Board meets monthly to review applications. Decisions regarding the outcome of the application are communicated within 3 weeks of the submission deadline.

2021- 2022 Submission Deadlines:

September 9, 2021	January 13, 2022	April 14, 2022
October 14, 2021	February 10, 2022	May 12, 2022
November 11, 2021	March 10, 2022	June 9, 2022

Note: Full Board Review is not available during December, July, and August. Clarifications about sections of this application can be found by scrolling over underlined words. Additional questions about research ethics can be emailed to researchethics@bowvalleycollege.ca.

SECTION 1: APPLICANTS

If there are more than two applicants, please include the required information in an appendix.

1.1 Primary Applicant (Full Name):

Organization:

Department:

Job Title:

Highest Academic Credential: High School Diploma

Email Address:

1.2 Co-Applicant (Full Name):

Organization:

Department:

Job Title:

Highest Academic Credential: Not Applicable

Email Address:

SECTION 2: PROJECT DETAILS

2.1 Project Title:

2.2 Research Summary

Provide a brief summary (less than 500 words) of your research project, in non-expert terms. Include objectives, research design, data collection methods, data analysis plan, and knowledge translation activities.

2.3 Funding

Is this research funded? No

If yes, indicate your sponsor(s) below. In an appendix, provide supporting documents specific to the funding (e.g., funding approval letters).

2.4 Proposed Timeline

Start Date: **End Date**:

2.5 Location of Research

Provide a brief overview of the types of spaces (e.g., public spaces within the College, classrooms, private homes) and exact locations (if known) where data collection will take place.

2.6 Additional Permissions

Are other permissions required by organizations where the research will occur? No

If yes, provide documentation in an appendix of their support for the research.

2.7 Conflict of Interest

Disclose any real or perceived conflicts of interest of all members of the research team. Where conflicts exist indicate "Yes" and provide an explanation as well as appropriate steps that will be taken to mitigate the conflict.

Are any of the investigators or their immediate families receiving any personal remuneration from the funding of this study that is not accounted for in the study budget? No

Do any of the investigators or their immediate families have any proprietary interests in the product under study or the outcome of the research including patents, trademarks, copyrights, and licensing agreements? No

Is there any compensation for this study that is affected by the study outcome? No

Do any of the investigators or their immediate families have equity interest in the sponsoring company? No

Do any of the investigators or their immediate families receive payments of other sorts, from the sponsor? No

Are any of the investigators or their immediate family, members of the sponsor's Board of Directors, Scientific Advisory Panel or comparable body? No

Do you have any other relationship, financial or non-financial, that, if not disclosed, could be construed as a conflict of interest? No

SECTION 3: RISKS

3.1 **Describe the degree (none, minimal, more than minimal) of each risk involved in the study below. If "Minimal" or "More than Minimal Risk" is selected, provide a detailed explanation of the risk. For risks with "More than Minimal Risk", include the benefit of research in relation to the risk and a detailed explanation of how you will mitigate the risk to participants.**

Risk of Manipulation (e.g., Psychological or Emotional): More than Minimal Risk (Beyond risk experienced in every

Risk of Emotional Distress or Fatigue: No Risk

Risk of Psychological Distress or Trauma: More than Minimal Risk (Beyond risk experienced in everyday life)

Risk of Deception: Minimal Risk (Experienced in everyday life)

Risk of Social-related Distress: More than Minimal Risk (Beyond risk experienced in everyday life

Risk of Other Harms: More than Minimal Risk (Beyond risk experienced in everyday life)

SECTION 4: DATA COLLECTION AND RECRUITMENT

4.1 Data Collection Methods

Please check all methods that apply. For each method chosen, provide a copy of the data collection tool(s) that will be used in an appendix.

Collection Method	Check if used	Indicate number and name of attached appendix where a copy of tool is located
Interviews	☐	
Focus Groups	☐	
Surveys	☐	
Observation	☐	
Tests	☐	
Other:	☐	

4.2 Participant Description

Describe each participant group (e.g., age, gender, social status, occupation) involved in the research.

4.3 How will participants be selected?

Describe how you will select participants to be included or excluded from the research.

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4.4 How will participants be recruited?

Describe the recruitment process, including: who will do the recruitment, their relationship to the participants, how you will access participants (e.g., mailing list, social media, face-fo-face), how you will recruit participants (e.g., posters, email, in class presentations), where the recruitment will take place, the duration of recruitment, who will be targeted, and the permissions necessary. Provide a copy of your recruitment notice and/or script, any advertisements or posters, and any information required by a sponsor or other organization in an appendix.

4.5 Who will collect the data? What is their relationship to the participants?

4.6 Describe remunerations for research participants, if any:

4.7 Describe, if any, accommodations for the participants' cultural, language or other differences:

SECTION 5: WITHDRAWAL PROCEDURES

5.1 Describe how participants will be informed of their right to withdraw:
Participants must be made aware of withdrawal procedures as part of the informed consent process.

5.2 What will happen to participants' data after they withdraw?
As part of the informed consent process, participants must be made aware of what will happen to their data after withdrawal.

SECTION 6: CONFIDENTIALITY, ANONYMITY, AND DATA SECURITY

6.1 Chapter 5 of the Tri-Council Policy (2018) requires that researchers are obligated to protect the confidentiality of their participant's data (p.58). In this study, participant data will be:

- Public and Cited ◯
- Confidential ◯
- Anonymous ◯

6.2 Describe how participants' privacy will be ensured:

6.3 Describe the security procedures to protect the raw data:

6.4 Who will have access to the data during each stage of the project and after its completion?

Provide each team member's name, role/title, start and end date or stage of research project, and type and form of data they will have access to (e.g., all data, contact list, raw data, anonymized data, etc.). If additional room is required, include the required information in an appendix.

Name	Role	Research Stage or Start and End Date of Access	Type of data

6.5 **Bow Valley College Integrity in Research and Scholarship Procedure (500-3-3)** requires raw data be stored for a minimum of 5 years. Anonymized data can be stored indefinitely. How will the raw data be destroyed beyond the storage date?

6.6 **Describe the intended knowledge translation activities (publication, conference presentations, etc.) using the analyzed data.**

SECTION 7: BENEFITS

7.1 Describe the benefits of the research to the researcher:

7.2 Describe the benefits of the research to the participants:

7.3 Describe the benefits of the research to the local community:

7.4 Describe the benefits of the research to the research community:

SECTION 8: INFORMED CONSENT

Informed consent is a requirement of the ethics process. Ensuring consistency with the information provided in this application, complete the checklist below and attach the informed consent (see Bow Valley College template) that will be used for each participant group in an appendix.

Included	The following content is addressed in the Informed Consent:
☐	Branded with Bow Valley College logo.
☐	Written at an appropriate language level for the intended participant group(s).
☐	Written in non-expert terms. Required technical terms are clearly explained.
☐	Written in the active voice.
☐	Sources of funding are disclosed.
☐	Basis for participant inclusion and/or exclusion in the research is provided.
☐	Goal of the research is clearly outlined.
☐	What is required of the participant, including time commitment and information to be collected.
☐	Level of confidentiality and how participant data will be stored and used.
☐	Risks and benefits of participation.
☐	Voluntary nature of participation.
☐	Conflicts of interest are disclosed.
☐	Withdrawal procedures and what will happen to the data upon withdrawal.
☐	Remuneration.
☐	Contact information for Principal Investigator and/or project coordinator.
☐	Statement that the study has received approval from the Bow Valley College Research Ethics Board and board contact information.
☐	Participant is provided with a copy of the consent for future reference.

SECTION 9: COMPLETION AND SUPPORTING DOCUMENTATION CHECKLIST

To ensure your application is complete, review and fill-out the checklist below to indicate which additional supporting documents will be provided to support your application. Alongside a copy of this completed application, attach additional documents labelled as appendices in an email to researchethics@bowvalleycollege.ca for review by the Research Ethics Board.

Included	Document	Appendix Number(s) and Name, Pages
☐	Completed Electronic Application Form*	THIS DOCUMENT
☐	TCPS2 CORE Tutorial Certificate of Completion*	
☐	Informed Consent*	
☐	Data Collection Tools*	
☐	Additional Applicants	
☐	Funding Approval or Support Letters*	
☐	Permissions from other organizations*	
☐	Recruitment Notice, Poster, or Script*	
☐	Data Collection team	
Additional Documents to support your application:		
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*Required Documents for review. If you do not have copies of these documents, please include reasons as to why in an appendix.

SECTION 10: DIGITAL SIGNATURES

If there are more than two applicants, please include the required signatures in an appendix.

I/We, the undersigned, certify that: the information contained in this application is accurate; that conduct of the proposed research will not commence until ethical approval has been received; that the Research Ethics Board will be advised of any revisions to the project arising before or after ethical approval is granted; and that the proposed research will be conducted in accordance with Bow Valley College Policies and Procedures: Applied Research and Innovation Communication (#200-1-7), Respectful Workplace (#200-1-11), Code of Conduct (#200-1-13), Intellectual Property (#300-2-14), Applied Research (#500-3-1), Ethical Conduct for Research Involving Human Participants (#500-3-2), Integrity in Research Scholarship (#500-3-3), General Research Funds, (#500-3-4), and Research Administration (#500-3-5).

Primary Applicant

Co-Applicant

Supervisor's Signature (Primary Applicant)

Supervisor's Signature (Co-Applicant)