environmental studies | YORK UNIVERSITÉ UNIVERSITY

APPLICATION TO CONDUCT

Human Participants Research

Human participants research (HPR) cannot proceed until written approval is received from the FES Research Committee or the Office of Research Ethics. Failure to follow this direction may be considered a breach of academic integrity.

HPR review for an MES thesis or PhD dissertation is requested using separate forms available through the Faculty of Graduate Studies.

OFFICE USE ONLY:
☐ Approved _____
☐ Approved _____
☐ Not approved _____
Date _____

Name (print) _____

Email _____ Degree ☐ BES ☐ MES

Research title _____

Purpose of research

☐ BES Senior Honours Work
☐ Course work (*specify course*) _____
☐ MES Major Paper/Project/Portfolio

Supervisor/course director

Name _____

Email _____

SECTION A. Funded research and minimal risk

1) ☐ Yes* ☐ No Is the research you are conducting "funded" (i.e. the funds are administered by York University through a research grant/contract)? *Personal funding is not part of this category.*

2) ☐ Yes* ☐ No Are the risks to **participants** more than minimal risk?

* If you answered **Yes** to either of these questions, this application should not be directed to the FES Research Committee. Please contact the **Human Participants Review Committee** (HPRC) c/o Office of Research Ethics, 5th floor, York Research Tower, for further information.

SECTION B. Informed consent

Please read carefully. This section pertains to issues of informed consent. The Faculty of Environmental Studies is governed by the York University Senate policy for the *Ethics Review Process for Research Involving Human Participants*. The policy (page 2, adopted by Senate June 2003) states that: "all potential human participants (i.e. Interviewees, research subjects, community members, etc.) have the right to be informed of:

- The nature of the research (hypotheses, goals and objectives, etc.)
- The research methods to be used (i.e. interviews, questionnaires, participant observation, etc.)
- Any risks or benefits
- Their right not to participate, not to answer questions, and/or to terminate participation during data collection or at any time without prejudice (i.e. without academic penalty, withdrawal of remuneration, etc.)
- Their right to anonymity and confidentiality
- Any other issues of which the participants should be aware which are relevant to specific protocols and research projects."

Submit one copy of all required documentation to:
FES Clerk, Faculty Governance
127 Health, Nursing and Environmental Studies Building, York University

SECTION B. Informed consent *(continued)*

3) ☐ Yes ☐ No Will you provide a full explanation of the research to the participants prior to their participation? *If no, please elaborate in the research proposal.*

4) ☐ Yes ☐ No Is substitute consent involved (i.e. for children, youth under 16, incompetent adults)?
If yes, please elaborate in the research proposal.

5) ☐ Yes ☐ No Is deception involved?
If yes, please elaborate in the research proposal. Please include a discussion of debriefing, if applicable.

6) ☐ Yes ☐ No Will individuals be instructed that they can/will remain anonymous?
If no, please ensure that a full explanation of the intended use of personal data is included in the research proposal. Please note that it is expected that participants remain anonymous unless they have given their prior written consent.

7) ☐ Yes ☐ No Will the data be kept confidential?
If no, please ensure that a full explanation of the intended use of research data included in the proposal.
*** It is expected that the data will be kept confidential, unless the participants have given their prior written consent.*
Confidentiality includes two aspects:
a) a preservation of the anonymity of the participants by ensuring that no identifying characteristics or features are disclosed to anyone or are used in any reports of the research, and
b) the secure storage of raw data.
Procedures used to ensure anonymity and confidentiality should be described in research proposals.

How will informed consent be obtained? (check all that apply)

*Please note that free and informed consent from participants should be **in writing**, unless shown to be inappropriate.*

☐ Written informed consent document (**attach copy of letter and consent form**)
☐ Written information on project (**attach copy of letter**) followed by oral consent by participant
☐ Oral information on project followed by oral consent (permissible only in extenuating circumstances, where written communication is not feasible; **script of the oral informed consent statement must be provided**)

SECTION C. Required documentation checklist

Copies of all relevant documentation must be attached.

☐ Informed Consent for Human Participants checklist
☐ Copy of the *Certificate of Completion* indicating that you have successfully completed the mandatory online TCPS ethics tutorial (available at *www.pre.ethics.gc.ca*)
☐ Written informed consent document (letter and consent form) **OR** script of the oral informed consent statement (see Section B above)
☐ Copy of your complete proposal outlining your research study and methodology
☐ A brief description of how participants are being selected, and any potential risks/benefits and applicable mitigation methods that you will be taking *(please provide as a separate document if this information is not included in your proposal)*

SECTION D. Signed declarations

Submissions which have not been signed by the student's supervisor or course director will not be reviewed.

Student declaration

I hereby certify that all information on this form and all statements in the attached documentation are correct and complete.
I understand that all human participants in the research must have signed a written consent form, have received a letter re informed consent, or have provided oral consent for their participation in the research. I understand that should there be any change in the research methodology and/or methods or any increased anticipated risks to human participants, I will advise the Faculty of Environmental Studies; if these changes are not minor, my research proposal may be required to undergo a further ethics review.
I understand that any misrepresentation in the proposal or attached documentation may lead to a charge of breach of academic honesty.
I also understand that I must retain Consent Forms for two years following the completion of the research.

Signature _____ Date _____

Supervisor/course director declaration

I hereby certify that all information on this form and all statements in the attached documentation are correct and complete. I have advised the student that, as specified in Item 6 above and in attached documentation, all human participants in the research must have signed a written consent form, have received a letter regarding informed consent, or have provided oral consent for their participation in the research. I have advised the student that the Faculty of Environmental Studies must be advised of any changes in research methodology and/or methods that are not minor or any increased anticipated risks to human participants and that a further ethics review may be required as a result of such changes. I have advised the student that Consent Forms must be retained for two years following the completion of the research.

Supervisor/course director signature _____ Date _____

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127 Health, Nursing and Environmental Studies Building, York University