

EREB Checklist of Essential Elements for COMPLETENESS

Name:

Date:

Type of Research: Faculty ___ Thesis ___ Thesis pilot ___ Project ___ Independent Study ___

Title:

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BEFORE YOU BEGIN:

In order to initiate the ethics clearance process for students, full thesis proposals must have been read and accepted by all committee members. EREB will not review a file without confirmation of this by the thesis or project supervisor. If you are a student, your supervisor must sign the confirmation statement at the end of the EREB checklist that your full thesis proposal has been read and accepted by all committee members AND that he or she has read and approved the ethics application.

You must have completed the online Course on Research Ethics (CORE) before you file an application for ethics clearance. A link to CORE can be found at <http://educ.queensu.ca/research/ethics.html>.

The EREB checklist contains the required components for inclusion in the letter of information and consent form. Read the checklist BEFORE you write these parts of your application.

Examples of Letters of Information and Consent Forms can be found at <http://educ.queensu.ca/research/ethics.html>. Photo Consent Forms and Video Consent forms can also be found there. Other helpful examples and forms are located at <http://www.queensu.ca/ors/researchethics.html>

The bulk of the application will be completed through ROMEO, the online ethics application system. However, you will also need to submit a paper copy of the EREB checklist with the requisite signatures to Erin Wicklam in A101C.

The completed application must be submitted through ROMEO and the EREB checklist must be submitted to Erin Wicklam by 4:30pm of the monthly deadline (monthly deadlines are listed here: <http://educ.queensu.ca/research/ethics.html>). Once the file has been submitted through ROMEO, it cannot be edited until revisions have been requested by EREB.

You will receive feedback on your application and an outline of next steps from a member of EREB within several days of the EREB meeting.

THIS FACE PAGE MUST ACCOMPANY THE EREB CHECKLIST WITH THE INFORMATION AT THE TOP COMPLETED.

EREB CHECKLIST

1. In the case of Master's theses and doctoral dissertations, the supervisor confirms that the full thesis proposal or full dissertation proposal has been accepted AND that the supervisor has read and approved the ethics application. **The supervisor has signed confirmation statements A and B on the last page of this checklist.**
2. In the case of a Master's project, the supervisor has read and approved the ethics application. **The supervisor has signed confirmation statement B on the last page of this checklist.**
3. In the case of an independent study or thesis pilot, the supervisor has read and approved the GREB application. **The supervisor has signed confirmation statement B on the last page of this checklist.**
4. Two-page proposal (**only two pages + references**), which includes connection of proposed research to existing research in the field (citations in text) and all other sections (in brief) you would expect in a research proposal. (**attach in ROMEO**)
5. Have read the application instructions, as described in *A Guide to Obtaining Ethics Clearance for Research in Education*.
6. *Letter of Information* for participants; see Items 11- 29 (**attach in ROMEO**)
7. *Consent Form* for participants; see Items 30 - 42 (active consent) (**attach in ROMEO**)
8. *Photo Consent Form* for participants (active consent) (**attach in ROMEO**)
9. *Video Consent Form* for participants (active consent) (**attach in ROMEO**)
10. Samples of all recruitment scripts and data collection instruments (**attach in ROMEO**)

YES N/A

Letter of Information (attach in ROMEO) contains (see EREB guide for samples):

YES N/A

11. Project Title
12. Identities of researchers and institutions
13. The following statement is contained in the first paragraph of the Letter of Information: This study has been granted clearance according to the recommended principles of Canadian ethics guidelines and Queen's policies.
14. Aims and procedures, requirements of participant and purpose of the procedures, in a language that will be comprehensible to him or her.
15. Estimate of total time, frequency, and overall duration of procedures, including follow-ups
16. Description of risks, discomforts, inconvenience or statement of no known risks
17. Statement that participation is voluntary; participant is free to withdraw at any time, with no effect on (a) his or her standing in school if a student, (b) any contractual or other relationships with the investigator if he or she is a client, or (c) his or her future care if a patient.
18. Statement that the researcher will maintain confidentiality to the extent possible.

19. Statement that if participant withdraws, he or she may request removal of all or part of his or her data.
 20. Recording devices to be used are described. If needed, video consent form is included (see *EREB Guide* for form)
 21. Not obliged to answer any objectionable or discomfoting question
 22. Describes who has access to the data (e.g., researcher and supervisor)
 23. States that results of the study may be disseminated
 24. States that in accordance with the Faculty of Education's policy, data will be retained for a minimum of five years
 25. States that data will either be destroyed after five years or retained indefinitely
 26. States that if data is used for secondary analysis it will contain no identifying information
 27. Description of remuneration
 28. For faculty only:
The following wording is used in the last paragraph of the Letter of Information: Any questions about study participation may be directed to <Principal Investigator's name> at <telephone & email>. Any ethical concerns about the study may be directed to the Chair of the General Research Ethics Board at 613-533-6081 or chair.GREB@queensu.ca
 29. For graduate students only:
The following wording is used in the last paragraph of the Letter of Information: Any questions about study participation may be directed to <graduate student's name> at <email > or my supervisor <name> at <telephone & email>. Any ethical concerns about the study may be directed to the Chair of the General Research Ethics Board at 613-533-6081 or chair.GREB@queensu.ca
- Consent Form (attach in ROMEO)** contains (see *EREB guide* for samples):
30. Project Title
 31. Participant's name
 32. Participant has read and retained a copy of the *Letter of Information* and *Consent Form* and had questions answered
 33. Consent Form contains the following statement in bold text: **Please sign one copy of this Consent Form and return to [name]. Retain the second copy for your records**
 34. Statement that participant understands that the purpose of the study is to [insert purpose], nature of participation, informed that involvement consists of [procedures], recording devices
 35. The total amount of time required of each participant
 36. Statement that the researcher will maintain confidentiality to the extent possible.
 37. Understands participation is voluntary, is free to withdraw with no effect on (a) his or her standing in school if a student, (b) any contractual or other relationships with the investigator if a client, or (c) his or her future care if a patient.
 38. If participant withdraws, he or she may request removal of all or part of his or her data

YES N/A

39. For faculty only:

The following wording is used in the last paragraph of the Consent Form: Any questions about study participation may be directed to <Principal Investigator's name> at <telephone & email>. Any ethical concerns about the study may be directed to the Chair of the General Research Ethics Board at 613-533-6081 or chair.GREB@queensu.ca

40. For graduate students only:

The following wording is used in the last paragraph of the Consent Form: Any questions about study participation may be directed to <graduate student's name> at <email > or my supervisor <name> at <telephone & email>. Any ethical concerns about the study may be directed to the Chair of the General Research Ethics Board at 613-533-6081 or chair.GREB@queensu.ca

41. Include spaces for parent/guardian name & signature (if applicable), participant's name & signature, and the date.

42. Includes a space where participants can provide email or postal address if he or she requests a copy of the results of the study.

Confirmation Statement A:

As the thesis/dissertation supervisor of the student applicant, I confirm that the student's full thesis/dissertation proposal has been accepted by all committee members.

Signature

Date

Confirmation Statement B:

As the supervisor of the research described in this application, I confirm that I have read the full ethics application, including all forms and attachments.

Signature

Date