



# **SOCIAL SCIENCES AND HUMANITIES RESEARCH ETHICS BOARD**

## **Guidance for Submitting an Application for Research Ethics Review**

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## REVIEWERS GUIDE

For your information, the following is a list of the questions that the reviewers address when reviewing an ethics submission.

### Research Protocol

- Are the objectives of the study clearly described?
- Is the rationale for the study clearly outlined (e.g., reference to similar studies)?
- Is the study design appropriate to the objectives?
- Are the source and number of participants clearly stated?
- Are the eligibility criteria (screening, inclusion, exclusion) clearly defined?
- Are the methods / procedures to achieve the intended results clearly described?
- Are the methods/ procedures appropriate to achieve the intended results?
- Is the rationale for the sample size clearly stated?
- Is the method of analysis described (including statistical measures for quantitative studies)?
- Does the proposed data analysis address the study's primary objective?
- Is it reasonable to do the proposed research on humans at this time?
- Is the group of research participants appropriate?
- Is the procedure for obtaining informed consent appropriate?
- Is the access to participants and methods of recruitment appropriate?
- Is deception involved and, if so, is it justified and are there appropriate arrangements for debriefing of participants?
- Has the researcher identified the risks for participants associated with their participation in the research, and has (s)he described how these will be mitigated or addressed?
- Has the researcher identified the benefits (direct and/or indirect) that may be derived from the research?

### Consent Form

- Is the consent form appropriately headed (i.e., letterhead, title on front and on signature page)?
- Is the consent form simply written (Gr. 8 comprehension level, no technical jargon)?
- Does the information on the consent form match the protocol?
- Is there an introduction explaining that this is a research study, and that participation is voluntary?
- Is the purpose of the study clearly described?
- Is the study design clearly described?
- Are the conditions of the participants involvement described (inclusion/exclusion criteria)?
- Are the procedures or tasks that the participants will be asked to do described?
- Is the time that participation will involve described?
- Are the foreseeable risks and benefits described? Are the means to mitigate the risks described?
- If the participants are to be compensated, are the conditions and amount of compensation described?
- Is there a description of confidentiality measures for participant data (i.e., storage of data, access, method of publication)?
- Is there a statement about how the anonymity of the participant will be safeguarded?
- Are there special considerations (e.g., mental incompetence, vulnerable population)?
- Is there information about whom the participant may contact regarding the study?
- Are the appropriate signatures requested, in an acceptable format?
- Has the Office of Research Ethics Administration been cited should participants wish to raise concerns?