CSCI 3160 Student Submission

Course-Based Research Ethics Board

Dalhousie University Faculty of Computer Science

This form was adapted from Dalhousie University's undergraduate REB application form (vFIN-2).
This form has been approved for use in CSCI 3160 by Catherine Connors on 27 November 2012.

This form should be completed using the guidance document <URL:http://researchservices.dal.ca/research_7776.html>.

File No. (for office use only)

SECTION 1. ADMINISTRATIVE INFORMATION

Group ID and students' names

Project Title

Phase Leader

E-mail address

'phone #

I agree to conduct this research following the principles of the *Tri-Council Policy Statement Ethical Conduct for Research Involving Humans* (*TCPS*) and consistent with the *University Policy on the Ethical Conduct of Research Involving Humans*.

Phase Leader's signature

Current semester

Fall (Sept. - Dec.)

Current school year

2012/2013

Today's date (YYYY-MM-DD)

SECTION 2. PROJECT DESCRIPTION

2.1 LAY SUMMARY [max. 500 words]

In lay language, briefly describe the rationale, purpose, study population and methods.

2.2 RESEARCH QUESTION

State your hypotheses, research questions or research objectives.

2.3 RECRUITMENT

2.3.1 Describe how many participants are needed and how this was determined.

2.3.2

1. Describe recruitment plans and append recruitment instruments.
2. Describe who will be doing the recruitment and what actions they will take, including any screening procedures.
3. Describe any inclusion / exclusion criteria.

2.4 METHODS AND ANALYSIS

2.4.1

1. Discuss where the research will be conducted, what participants will be asked to do and how much time the participants will need to commit.
2. Discuss what data will be recorded using what research instruments (append copies).
3. Discuss any blinding or randomization measures.
4. Discuss how participants will be given the opportunity to withdraw.

2.4.2 Describe the rôle of every member of your group in this research and any special qualifications any of you have that are relevant to this study (e.g. professional experience, previous courses, fieldwork experience).

2.4.3 Describe plans for data analysis in relation to the hypotheses/questions/objectives.

2.4.4 Describe and justify any use of deception or non-disclosure.

Not applicable ☐

Explain how participants will be debriefed.

2.4.5 Describe any compensation, reimbursement or incentives that will be given to participants (including those who withdraw).

Not applicable ☐

2.5 INFORMED CONSENT PROCESS

Describe the informed consent process (i.e. how and when the research will be described to the prospective participant and by who, how the researcher will ensure the prospective participant is fully informed of what they will be asked to do). If non-written consent is proposed, describe why and the process. If a waiver of informed consent is sought, address the criteria in the guidance document and *TCPS* articles 3.7 and/or 5.5. Address how any third party consent (with or without assent) will be managed. Describe any plans for ongoing consent, community consent or both.

Discuss how participants will be given the opportunity to withdraw (their participation, their data (or both) and any limitations on how that can be done).

Append copies of all consent forms or any oral consent script.

2.6 PRIVACY & CONFIDENTIALITY

2.6.1 Describe how data will be stored and handled in a secure manner, how long data will be retained and where, and plans for its destruction.

◯ Consent forms and other identifying data will be stored by your professor in a locked cabinet. Only your professor will have access to that cabinet. Five years after the end of the course, the consent forms and identifying data will be destroyed. Non-identifying data may be retained for longer than five years.

◯ See details below

2.6.2 Address any limits on confidentiality, such as a duty to disclose abuse or neglect of a child or adult in need of protection, and how these will be handled. Such limits should be described in consent documents.

◯ Not applicable

◯ See details below

2.6.3 Does your use of any survey company or software to help you collect, manage, store, or analyse data mean that personally identifiable information is accessible from outside of Canada?

◯ No

◯ Yes and I (or we) have attached descriptions of the company or software, and explained how we will comply with Dalhousie University's Policy for the Protection of Personal Information from Access Outside Canada.

2.6.4 Describe the measures to be undertaken for dissemination of research results and whether participants will be identified (either directly by name or indirectly).
- If participants will be quoted in reports from the data, address consent for this, including whether quotes will be identifiable or attributed.
- Describe how participants will be informed of results that may indicate they may be at risk (in screening or data collection), if applicable.

2.7 RISK & BENEFIT ANALYIS

2.7.1 Discuss what risks or discomforts are anticipated for participants, how likely risks are and how risks will be mitigated.

☐ The risks are no more than that of everyday life.

☐ The risks are not minimal. Therefore this form must **not** be used for your study.

Describe potential risks, their likelihood and how they will be mitigated.

2.7.2 Identify any direct benefits of participation to participants (other than compensation), and the indirect benefits of the study (e.g. contribution to new knowledge)

2.7.3 Article 4.7 of the 2010 Tri-Council Policy Statement on *Ethical Conduct for Research Involving Humans* states that 'Individuals or groups whose circumstances may make them vulnerable in the context of research should not be inappropriately included or automatically excluded from participation in research on the basis of their circumstances.' Dalhousie does not allow faculty-level course-based research ethics boards to approve studies involving vulnerable populations.

☐ This study might involve vulnerable populations. Therefore this form must **not** be used for your study.

☐ Vulnerable populations will not be involved in this study

2.8 CONFLICT OF INTEREST

Not applicable

☐

Describe whether any conflict of interest exists for any member of the project group in relation to potential research participants (e.g., TA, fellow students, friends, roommates, relatives), and how such conflicts will be dealt with.

This is the end of the form
