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| Logo, company name  Description automatically generated | Research Ethics Protocol Form |

This is the primary CUREB study submission form, to be used when none of the other submission forms, intended for more specialized categories of research, are suitable. If you have any doubt about which form to use, or for help in completing this form, please contact the Office of Research Ethics preferably at [ethics@carleton.ca](mailto:ethics@carleton.ca), or by phone: 613 520 2600 ext. 2517 (CUREB A/B).   
  
\* Please submit this form as a new application in CuResearch. If this form is to replace a Release of Funds, it should be submitted as an "Event" in CuResearch under the same study file. Please see our [CuResearch User Manual](https://carleton.ca/researchethics/submit-an-application/) for directions on how to submit a new application or an event.

\* Note that all of our forms are compatible with Microsoft Office. Students and staff members can download a free copy of MS Office at no charge: Students: <https://carleton.ca/its/ms-offer-students/> ; Staff/Faculty: <https://carleton.ca/its/all-services/computers/site-licensed-software/ms-offer-faculty/>

Top of Form

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| 1. | Title and Date | |
| 1A | **Project Title** | Title of Research Project ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-1A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-1A.htm))   |  | | --- | |  | |
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| 1B | **Submission Date** | Date of completion of this form. Update each time the form is revised. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-1B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-1B.htm))   |  | | --- | |  | |
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| 1C | **Attachments** | List documents included with this application (e.g. recruitment invitation, consent form, data collection instrument(s), debriefing form, permission letter, TCPS certificate) ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-1C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-1C.htm))   |  | | --- | |  | |
| 2. | Project Team | |
| 2A | **Lead Researcher**   |  |  | | --- | --- | |  | Academic or Library Staff | |  | Post-doctoral Fellow | |  | Graduate Student | |  | Undergraduate | |  | Other | | Last name/First name   |  | | --- | |  |   Official university (or other institution) email address   |  | | --- | |  |   Department, faculty and institution ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-2A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-2A.htm))   |  | | --- | |  | |
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| 2B | **Academic Supervisor**   |  |  | | --- | --- | |  | Same as lead researcher | | Academic supervisor(s) Last name/First name. (Note, the supervisor must be copied on all correspondence with CUREB.)   |  | | --- | |  |   Official university (or other institution) email address:   |  | | --- | |  |   Department, faculty and institution  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-2B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-2B.htm))   |  | | --- | |  | |
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| 2C | **Project Team Members**   |  |  | | --- | --- | |  | No other team members | | List the project team members: 1) Last name/First name 2) Email address 3) Role in project 4) Department and institution. (Please also indicate the team members to be included in ethics correspondence on the file). ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-2C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-2C.htm))   |  | | --- | |  | |
| 3. | Study Overview | |
| 3A | **Study Goal** | What research question(s) will this study seek to answer (1-2 sentences)? ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3A.htm))   |  | | --- | |  | |
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| 3B | **Study Purpose and Benefits** | Study rationale: why should the research be pursued; what are the benefits, and to whom? (Benefits can be to research community, companies, or society in general.) ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3B.htm))   |  | | --- | |  | |
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| 3C | **Participant Interactions Overview** | Briefly describe what will happen to, or will be required of, the participants during the research. (Only a project overview is required).  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3C.htm))   |  | | --- | |  | |
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| 3D | **Minimal Risk Review Request**   |  |  | | --- | --- | |  | Yes, minimal risk review | |  | No, not minimal risk | | Should this protocol be considered for minimal risk review? If so, please briefly justify. If not requesting a minimal risk review, leave this section blank. (CUREB will decide whether an application is reviewed at full board or via a delegated process). ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3D.htm))   |  | | --- | |  | |
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| 3E | **Dates of Recruitment/Participant Interaction** | Estimated date when will you will start recruiting participants? (YYYY-MM-DD)   |  | | --- | | Click here to enter a date. |   Estimated date when you will end participant interactions? (YYYY-MM-DD)  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3E.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3E.htm))   |  | | --- | | Click here to enter a date. | |
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| 3F | **Additional Reviews**   |  |  | | --- | --- | |  | No additional review | |  | Departmental review | |  | Grant council review | | Has this project been reviewed for academic merit? (not required, but for the Board's information) By whom? (e.g. a Tri-Council grant application or student's thesis committee) ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3F.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-3F.htm))   |  | | --- | |  | |
| 4. | Methods: Participants | |
| 4A | **Description of Participants** | Describe the participants and any inclusion and exclusion criteria. If using a separate sample of control participants, describe this group. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4A.htm))   |  | | --- | |  | |
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| 4B | **Number of Participants (Sample size)** | How many participants will be recruited? If multiple groups of participants are involved, breakdown by participant type. Provide a justification including a statistical rationale if appropriate.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4B.htm))   |  | | --- | |  | |
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| 4C | **Vulnerable Population**   |  |  | | --- | --- | |  | Not Vulnerable Population | | Describe any vulnerabilities of the participant group(s) that may compromise their ability to give free and informed consent or cause additional risks. Describe your mitigation strategy to ensure valid consent. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4C.htm))   |  | | --- | |  | |
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| 4D | **Participant Relationship to Researcher**   |  |  | | --- | --- | |  | No previous relationship | |  | Instructor-Student | |  | Client | |  | Employee | |  | Friends/Family | |  | Participated in previous study | |  | Other | | Describe any relationship that exists between the participants and the research team or any recruiting party or sponsor. Indicate how relationships will be managed so there is no undue pressure on participants.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4D.htm))   |  | | --- | |  | |
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| 4E | **Benefits to Participants**   |  |  | | --- | --- | |  | No Direct Benefits | | Describe any potential direct benefits to the research participants as opposed to society or knowledge. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4E.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4E.htm))   |  | | --- | |  | |
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| 4F | **Benefits to Participant Community**   |  |  | | --- | --- | |  | No Direct Benefits | | Describe any benefits to your research participant community (e.g. Indigenous community), such as capacity building, knowledge sharing, and fulfillment of community research priorities. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4F.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4F.htm))   |  | | --- | |  | |
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| 4G | **Conflict of Interest**   |  |  | | --- | --- | |  | No conflicts | |  | Financial benefit to researcher | |  | Benefit to Corporation | |  | Other | | Describe any conflicts of interest, and indicate how they will be managed. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4G.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4G.htm))   |  | | --- | |  | |
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| 4H | **Researcher Training with Participant Group**   |  |  | | --- | --- | |  | Not applicable | | In addition to the TCPS2 training, describe any additional training the researcher(s) have (or will receive) to work with the proposed participants (e.g. research with Indigenous communities). ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4H.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-4H.htm), [TCPS2 Training](http://tcps2core.ca/welcome))   |  | | --- | |  | |
| 5. | Indigenous Peoples and Community Engagement | |
| 5A | **Research involving Indigenous/Aboriginal peoples**  If none of the statements are applicable, skip this section ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5A.htm))   |  |  | | --- | --- | |  | Recruitment criteria includes Indigenous identity as a significant factor | |  | Study will seek input from participants regarding Indigenous communities, cultures, artifacts, traditional knowledge or unique characteristics | |  | Indigenous identity or membership in an Indigenous community is a factor in data analysis (e.g. sub-group analysis) | |  | Interpretation of the research findings will refer to Indigenous communities, peoples, languages, histories or cultures | | |
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| 5B | **Consultation** | Describe the consultation process with the indigenous community/ies. What is the community's involvement in governance of the research? With whom did you consult and what arrangements, if any, were made to implement Tri-Council (TCPS 2 Chapter 9) principles? If no consultation has taken place, please explain. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5B.htm))   |  | | --- | |  | |
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| 5C | **Approvals/Agreements** | As part of the above process, describe what approvals/agreements you have made with the participating community/ies. In addition, please indicate if a [research licence](https://www.nri.nu.ca/research-licencing-applications) is required to conduct the research. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5C.htm))   |  | | --- | |  | |
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| 5D | **Benefits to Participant Community** | Describe how the research will provide fair benefits to the participating community/ies, meet community research priorities, support capacity building through enhancement of the skills of community personnel, and recognize the role of elders and other knowledge holders. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5D.htm))   |  | | --- | |  | |
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| 5E | **Participant involvement in research findings** | Describe how participants will be given the opportunity to participate in the interpretation of the data and review of research findings prior to the completion of any reports or publications? If such participation will not occur, explain. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5E.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-5E.htm))   |  | | --- | |  | |
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| 5F | **Data Ownership, Control. Access and Possession** | Describe arrangements for the participating community’s/ies’ ownership and/or sharing of project data and findings, including the [OCAP](http://fnigc.ca/ocapr.html) principles (ownership, control, access and possession).   |  | | --- | |  | |
| 6. | Methods: Recruitment | |
| 6A | **Recruitment Methods**   |  |  | | --- | --- | |  | Not applicable | |  | Posters | |  | Social Media | |  | Online Panels (e.g. Qualtrics) | |  | Student Participant Pool (e.g. SONA) | |  | Emails | |  | Letters | |  | Telephone | |  | Snowballing | |  | Other | | Describe each step of how participants will be recruited. This includes how prospective participants will be identified, how contact information will be obtained, how participants will be made aware of the study, and how participants can express their interest. Provide a copy of all the recruitment material(s) including any oral scripts, recruitment posters, recruitment emails, social media postings etc. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6A.htm))   |  | | --- | |  | |
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| 6B | **Location of Recruitment**   |  |  | | --- | --- | |  | Not applicable | |  | Carleton | |  | Other Canadian School/University | |  | Canada | |  | Online | |  | Other | | List all recruitment locations. If some locations require permission prior to recruitment, indicate if permission has been secured. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6B.htm))   |  | | --- | |  | |
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| 6C | **Third Parties in Recruitment**   |  |  | | --- | --- | |  | Not applicable | | If using third parties to recruit, indicate who is doing the recruitment and how it will be accomplished. Does the third party have the prospective participant contact information? Are community leaders involved in identifying potential participants?  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6C.htm))   |  | | --- | |  | |
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| 6D | **Recruitment risks to Participants**   |  |  | | --- | --- | |  | No risks | | Describe any risks to participants during the recruitment phase, including risks to privacy. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6D.htm))   |  | | --- | |  | |
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| 6E | **Recruitment risks to Researcher**   |  |  | | --- | --- | |  | No risks | | Describe any risks to the research team during the recruitment phase. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6E.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6E.htm))   |  | | --- | |  | |
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| 6F | **Compensation**   |  |  | | --- | --- | |  | No Compensation | |  | Money / Gift Card | |  | Reimbursement of Travel Expenses | |  | Refreshments | |  | Course Credit | |  | Other | | Describe all participant compensation and remuneration (including its monetary value) and indicate when participants will receive the compensation. What happens to the compensation if a participant withdraws?  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6F.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-6F.htm))   |  | | --- | |  | |
| 7. | Methods: Informed Consent | |
| 7A | **Obtaining informed consent**   |  |  | | --- | --- | |  | Signed consent | |  | Online consent | |  | Oral consent | |  | Implied consent | |  | Parent/Guardian consent | |  | Assent | |  | Other | | Describe the process for obtaining informed consent from the participants (or guardians/legal representatives). If written consent is not used, explain the alternative method chosen. Include a copy of all consent forms, scripts and other materials.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7A.htm))   |  | | --- | |  | |
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| 7B | **Deception**   |  |  | | --- | --- | |  | Full Disclosure (i.e. no deception) | |  | Partial Disclosure | |  | Mild Deception | |  | More than Mild Deception | | Describe and justify any deception and/or partial disclosure (e.g. what information is withheld). Describe the magnitude and likelihood of harm due to deception. Describe any planned secondary consent and include forms or text.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7B.htm))   |  | | --- | |  | |
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| 7C | **Debriefing**   |  |  | | --- | --- | |  | Not required | | Describe if, when, and how participants will be debriefed. (Include a copy of any documents that will be provided to participants). Describe any risks during debriefing and how they will be mitigated.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7C.htm))   |  | | --- | |  | |
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| 7D | **Withdrawal Procedures**   |  |  | | --- | --- | |  | Not applicable | |  | Participants can withdraw | |  | Participants can only withdraw during the study session | |  | Special withdrawal procedures | |  | Full compensation to withdrawn participants | | Describe the procedures for a participant to withdraw. What will happen to data from participants who withdraw? Describe any deadlines and limitations on withdrawal, during the study or after research participation is complete. Explain if compensation amount is affected by withdrawal. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-7D.htm))   |  | | --- | |  | |
| 8. | Methods: Data Collection | |
| 8A | **Data Collection Methods**   |  |  | | --- | --- | |  | Questionnaires / Surveys | |  | Interviews | |  | Focus Groups | |  | Oral and/or Visual Stimuli | |  | Equipment and/or software testing | |  | Other | | Describe in detail the method of data collection being used and provide details of any instruments used. Breakdown by phases, participant groups, or types if required. Complete the section on "online data collection" if relevant. (Fully describe or include a copy of any questionnaires, surveys, interview guides, or other data collection instruments).  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8A.htm))   |  | | --- | |  | |
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| 8B | **Location of Participant Interactions**   |  |  | | --- | --- | |  | Carleton | |  | Workplace | |  | Public venue | |  | Online | |  | Outside Canada | |  | Other | | Where will the research procedures involving participants take place?  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8B.htm))   |  | | --- | |  | |
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| 8C | **Frequency and Duration of Participant Interactions** | How many times will you interact with participants? How long will each interaction take? ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8C.htm))   |  | | --- | |  | |
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| 8D | **Photography or Recordings**   |  |  | | --- | --- | |  | Not applicable | |  | Photographs | |  | Audio Recording | |  | Video Recording | |  | Other (Please describe) | | If the participant will be photographed, video-recorded or audio-recorded, indicate how the data will be acquired and protected. How will consent for recordings be obtained? If other (e.g. fingerprints or eye-tracking) please describe. Can participants opt out of recordings and still participate?   ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8D.htm))   |  | | --- | |  | |
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| 8E | **Translation or Transcription**   |  |  | | --- | --- | |  | Not applicable | |  | Translation | |  | Transcription | |  | Researcher will translate or transcribe | | If you require the services of a translator or transcriber, describe what services you will use and how you will interact with the translator and/or transcriber. If a confidentiality agreement will be used, include a copy. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8E.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8E.htm))   |  | | --- | |  | |
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| 8F | **Online data collection**   |  |  | | --- | --- | |  | Not applicable | |  | Carleton-based server | |  | Commercial server (based in Canada) | |  | Commercial server (outside Canada) | |  | Other | | Describe the software platform used for online data collection, and the security of data storage. Where will data be stored? Will participant IP addresses be recorded? Are there any special limitations on privacy? ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8F.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8F.htm))   |  | | --- | |  | |
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| 8G | **Biological specimens or fluids**   |  |  | | --- | --- | |  | Not applicable | | Describe the apparatus and methods to collect biological specimens or fluids (e.g., blood, saliva, tissue samples). How will specimens be stored? If any will be retained or transferred to another institution/research group, explain the research purpose, and plans for eventual destruction, if any. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8G.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8G.htm))   |  | | --- | |  | |
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| 8H | **Biological or physical interventions**   |  |  | | --- | --- | |  | Not applicable | | Describe any drugs, devices or diagnostic apparatus being studied or used, or any physical or physically intrusive research interventions, such as sending energy into the body (e.g. electrodes, MRI/X-ray), or physiological activities (e.g. exercise or stress). Explain any risks to the participants and compare the dose to established safety standards. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8H.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8H.htm))   |  | | --- | |  | |
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| 8I | **Risk of Psychological Harm**   |  |  | | --- | --- | |  | No risks | | Explain the nature, magnitude and probability of these risks and how they will be mitigated. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8I.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8I.htm))   |  | | --- | |  | |
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| 8J | **Risk of Physical Harm**   |  |  | | --- | --- | |  | No risks | | Explain the nature, magnitude and probability of these risks and how they will be mitigated. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8J.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8J.htm))   |  | | --- | |  | |
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| 8K | **Risk of Social and/or Economic Harm**   |  |  | | --- | --- | |  | No risks | | Explain the nature, magnitude and probability of these risks and how they will be mitigated. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8K.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8K.htm))   |  | | --- | |  | |
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| 8L | **Incidental Findings**   |  |  | | --- | --- | |  | Incidental findings unlikely | | Describe possible incidental findings and how they will be managed (e.g. becoming aware of abuse of a child, imminent harm to a participant or third party, or potentially significant clinical findings). Any resulting limitations of confidentiality should be communicated to participants. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8L.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-8L.htm))   |  | | --- | |  | |
| 9. | Methods: Data Storage and Analysis | |
| 9A | **Identifiability of collected data**   |  |  | | --- | --- | |  | Identifiable | |  | Coded (pseudonyms) | |  | Anonymous | |  | Other | | Describe the identifiability of research data at the point of data collection. If there are different levels of anonymity for different groups, describe. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9A.htm))   |  | | --- | |  | |
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| 9B | **Identifiability of stored data**   |  |  | | --- | --- | |  | Identifiable | |  | Coded (pseudonyms) | |  | Anonymous/anonymized | |  | Other | | Describe the identifiability of stored research data. If a link to participant identities is retained (e.g. to permit compensation or withdrawal), also explain storage of linking data. Describe the process of anonymization if applicable. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9B.htm))   |  | | --- | |  | |
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| 9C | **Identifiability of published data**   |  |  | | --- | --- | |  | Anonymous | |  | Aggregate data only | |  | Pseudonyms/Coded | |  | Real participant names with data attributable | |  | Other | | Describe the identifiability of data that will appear in publications, including how pseudonyms will be assigned, if applicable. If there are different levels of anonymity for different groups, describe each level here. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9C.htm))   |  | | --- | |  | |
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| 9D | **Data Storage (during the project)**   |  |  | | --- | --- | |  | Encrypted | |  | Password-protected | |  | Physical documents | |  | Other | | How will data be stored and kept safe? Provide details for each type of data (e.g. raw data, contact lists, consent documents, anonymized data, recordings and images, electronic data and paper documents). ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9D.htm))   |  | | --- | |  | |
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| 9E | **Data Disposition (after the project)**   |  |  | | --- | --- | |  | Stored | |  | De-identified data shared publicly | |  | Identifiable data shared publicly | |  | All identifiers/codes will be permanently deleted | |  | Returned to participants | |  | Destroyed | | After project completion, describe whether and how the data will be stored for future use. If shared, with whom? If made public, how (e.g. online)? If archived, provide details. Describe any restrictions on access. Will personal identifiers be deleted and when? If data will be destroyed, when? Will participant contact information be kept for future recruitment? (Include data disposition plans in the consent materials)  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9E.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9E.htm))   |  | | --- | |  | |
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| 9F | **Sharing Study Results**   |  |  | | --- | --- | |  | Results will be shared | | Do you intend to share a report (or summary) of the research findings with participants once the study is complete? If yes, include this option in the consent form.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9F.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9F.htm))   |  | | --- | |  | |
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| 9G | **Data Breach Risks**   |  |  | | --- | --- | |  | No Risks | | Describe the likelihood of a data breach and the resulting risks to participants. If risks are significant, how will they be mitigated? ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9G.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-9G.htm))   |  | | --- | |  | |
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| 9H | **Personal data (subject to FIPPA)**   |  |  | | --- | --- | |  | Not applicable | | Does your research involve the use of personal data held by Carleton? If yes, you must complete a **security and confidentiality agreement** with the Carleton University Privacy Office prior to starting your research. The agreement is a contract between you and the university as to how you will manage the personal data throughout your research. If you have questions about the completion of this agreement, or best practices around privacy management for research, please contact the Carleton University Privacy Office by e-mail at **university\_privacy\_office@carleton.ca.** |
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| 10. | Funding and Approvals | |
| 10A | **Project Funding**   |  |  | | --- | --- | |  | Unfunded | |  | Tri-Council Funded | |  | Other Award/Grant | |  | Contract Funded | |  | Personal Consulting or Personal Work | |  | Scholarship | | Who is funding this project? If applicable, include the funding source/agency/company, program, award name, name of the award recipient and the CuResearch award number. (If this ethics protocol will replace a release of funds, please indicate the release of funds number).   |  | | --- | |  | |
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| 10B | **Researcher Funding (for research contracts and personal consulting only)**   |  |  | | --- | --- | |  | Not contract funded research | |  | No funds are paid directly to the researcher as personal income | |  | The researcher will receive a portion of the funds as personal income | |  | A copy of the contract/agreement has been submitted to the Research Compliance Office | | For research that will pay personal income to any researcher: how will any resulting conflicts of interest be managed? How much funding (dollar amount and the percentage of the total) will the researcher(s) receive as income? Provide the title and date of any contracts. (The REB may review the contract.)   |  | | --- | |  | |
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| 10C | **Additional Approvals Required**   |  |  | | --- | --- | |  | No other approvals required | |  | Organizational Permission | |  | Visa/Travel Permits | |  | Other REBs or Institutional Approvals | |  | Biohazards | |  | Animal Care Committee | |  | Permission letters attached | |  | Letters to follow | |  | Other (please specify) | | Is organizational permission required to conduct research (e.g., schools, employers, other universities, correctional services, Indigenous communities, or other data collection locations)? If conducting research in another country, is local permission, including local ethics review, required? Indicate if permission/approval has been secured and provide a copy. Research with biohazards or animals must also secure approval from the appropriate committee at Carleton University.   |  | | --- | |  | |
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| 10D | **TCPS Tutorial**   |  |  | | --- | --- | |  | Completed the online TCPS tutorial | |  | Have not completed the online TCPS tutorial | | The [TCPS CORE-2022](https://tcps2core.ca/welcome) tutorial certificate is required for each team member. If requesting an exemption, please justify below.     |  | | --- | |  | |
| 11. | Declarations | |
| 11A | **Supervisor Approval**   |  |  | | --- | --- | |  | Not applicable | |  | Supervisor Approved | | For student projects, please indicate the date that the supervisor approved the application. Such approval indicates that the supervisor has read the entire submission and associated documentation, and is satisfied that the project is appropriately prepared and meets applicable disciplinary and ethical standards.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11A.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11A.htm))   |  | | --- | |  | |
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| 11B | **Declaration #1**   |  |  | | --- | --- | |  | I agree | | This ethics application accurately describes the research project or scholarly activity that I plan to conduct.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11B.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11B.htm)) |
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| 11C | **Declaration #2**   |  |  | | --- | --- | |  | I agree | | No recruitment or data collection for this protocol will commence before ethics clearance.  ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11C.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11C.htm)) |
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| 11D | **Declaration #3**   |  |  | | --- | --- | |  | I agree | | No changes will be made to the research project as described in this protocol without receiving clearance from the Research Ethics Board. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11D.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11D.htm)) |
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| 11E | **Declaration #4**   |  |  | | --- | --- | |  | I agree | | The Research Ethics Board will be notified immediately of any alleged or real ethical breaches or concerns, adverse events, or participant complaints that arise during or after the course of this research project. ([Detailed instructions](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11E.htm), [Example](https://carleton.ca/researchethics/wp-content/uploads/Carleton-University-Research-Ethics-Form-Instructions-11E.htm)) |
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| 12. | Comments | |
| 12A | **Comments (optional)** | Do you have any comments or suggestions on the form?   |  | | --- | |  | |

Bottom of Form