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**RESEARCH INVOLVING VERY LOW RISK**

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This Form is for research projects meeting *all* the following criteria. If you have any doubt about whether your study may use this form, or questions about its completion, please contact the Research Ethics Office preferably at [ethics@carleton.ca](mailto:ethics@carleton.caor), or by phone at 613 520 2600 ext. 2517 (CUREB A/B).

1. The risks to participants are very low;
2. No research procedures involve any physically invasive intervention;
3. Participants are legally capable of consenting on their own behalf, and are free from coercion or undue influence;
4. Any accidental or intentional disclosure of the participants’ responses would not reasonably place participants at risk of criminal or civil liability, harmful retaliation, or be damaging to the participants’ emotional or financial well-being, employability, or reputation;
5. The study does not involve recruitment by a third party aside from a paid research service such as Qualtrics or Survey Monkey;
6. The study does not involve deception or providing incomplete information to participants; and
7. The study does not primarily involve Indigenous peoples or communities.

If the project does not meet all of these conditions, then the main CUREB Protocol Form must be used.

\* Please submit the Very Low Risk 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/>

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| 1. | | | Title and Date | | |
| 1A | | | **Project Title** | |  | | --- | |  | | |
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| 1B | | | **Submission Date** | Date of completion of this form. Update each time the form is revised.  Click or tap to enter a date. | |
| 2. | | | Project Team | | |
| 2A | | | **Lead Researcher**   |  |  | | --- | --- | |  | Academic or Library Staff | |  | Post-doctoral Fellow | |  | Doctoral Student | |  | Masters Student | |  | Undergraduate Student | |  | Other | | Last name/First name, Institutional Email, Department/Faculty and Institution if not Carleton   |  | | --- | |  |   If other, please describe   |  | | --- | |  | | |
|  | | | | | |
| 2B | | | **Academic Supervisor**   |  |  | | --- | --- | |  | Same as lead researcher | | Academic supervisor(s) Last name/First name, Institutional Email, Department/Faculty and Institution if not Carleton (Note, the supervisor must be copied on all correspondence with CUREB.) ([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. | | | Project Description | | |
| 3A | | | **Is this Project Funded?**   |  |  | | --- | --- | |  | Yes | |  | No | | If Yes, please indicate the source of funding, the award title, the 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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| 3B | | | **Study Goal** | Briefly explain the primary objective(s) of the current study.   |  | | --- | |  | | |
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| 3C | | | **Study Rationale and Expected Benefits** | Study Rationale and Expected Benefits: Why should the study be done? What are the benefits, and to whom?   |  | | --- | |  | | |
|  | | | | | |
| 3D | | | **Overview of Methodology and Participant Interactions** | Briefly describe the study methodology and what will be required of participants for this study   |  | | --- | |  | | |
|  | | |  |  | |
| 4. | | | Participants and Informed Consent | | |
| 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 | | | **Recruitment** | Describe how participants will be recruited including how contact information will be obtained. How will participants be made aware of the study, where will recruitment materials be located, and how may participants express their interest? Attach a copy of any recruitment materials including oral scripts, recruitment posters, emails and social media postings, etc.   |  | | --- | |  | | |
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| **4D** | | | **Compensation and Remuneration** | Describe any compensation or remuneration for participants and indicate when participants will receive the compensation. What happens to compensation if a participant withdraws early?   |  | | --- | |  | | |
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| **4E** | | | **Withdrawal Process** | Describe the process for a participant to withdraw their data after collection, and the time limits, if any.   |  | | --- | |  | | |
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| **4F** | | | **Consent** | Describe the process of obtaining informed consent from participants and include a copy of the consent form(s) and materials. If signed consent is not to be used, describe and justify the alternative method chosen.   |  | | --- | |  | | |
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| 4G | | | **Risks** | Describe any possible physical, emotional, social, privacy, or legal risks to which participants may be exposed.   |  | | --- | |  | | |
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| **4H** | | | **Vulnerable Participants** | Does the research project target participants from vulnerable populations (e.g., children, elderly, or prisoners), involve sensitive questions, include partial disclosure and/or mild deception, involve physical exertion, physical procedures or physical contact? If yes, justify why the project(s) still falls within the parameters of very low risk**.**  Yes  No   |  | | --- | |  | | |
| 5. | | | Data Collection, Use, and Storage | | |
| **5A** | | | **Collection** | Describe how data will be collected and any instruments to be used. Provide a copy of any questionnaires, surveys, interview guides or other data collection materials.   |  | | --- | |  | | |
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| **5B** | | | **Access** | Aside from the PI, who will have access to research data?   |  | | --- | |  | | |
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| **5C** | **Identifiability** | | | Describe the identifiability of research data, including how codes or pseudonyms will be assigned | |
|  | | | |  |  | | --- | --- | |  | Data will contain information that directly identifies participants. | |  | Data will contain information that may indirectly identify participants. | |  | Data will be coded with the code key stored securely and separate from identifying information. | |  | Data will be de-identified (anonymized) with any identifiers securely destroyed. |   Provide any further relevant detail about the identifiability of data.   |  | | --- | |  | | | |
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| **5D** | | | **Data Security** | Describe the physical (e.g. locked filing cabinet) and/or technical safeguards (e.g. Encryption) that will be used to securely store the collected physical and electronic data. Where will data be stored? Will the anonymized data be retained at the end of the project for future use?   |  | | --- | |  | | |
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| **5E** | | | **Personal Data (subject to FIPPA)**  Does your research involve the use of ***personal data*** held by Carleton? If yes, you must complete a [*security and confidentiality agreement*](https://carleton.ca/researchethics/wp-content/uploads/Security-and-Confidentiality-Agreement-of-PI-for-Research-CarletonU.pdf)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*](mailto:university_privacy_office@carleton.ca).  Yes  No  If yes, please describe the personal information you will be collecting:   |  | | --- | |  | | | |
| **5F** | | | **Additional Approvals**  Please indicate if organizational permission/approval is needed for the project and provide a copy of any approvals for our records. Research with biohazards or animals must also secure approval from the appropriate committee at Carleton University.  YesNo   |  | | --- | |  | | | |
| 6. | | | Attachments | | |
| **6A** | | Please indicate any attached materials. | | |
|  | | |  |  | | --- | --- | |  | The [TCPS CORE-2022](https://tcps2core.ca/welcome) tutorial certificate is required for each team member. If requesting an exemption, please justify below | |  | Recruitment letters/ invitations (e.g., posters, letters, emails, social media posts) | |  | Consent forms, text or scripts | |  | Sample of data collection instruments (survey questionnaires, interview/focus group guides, test instruments etc.) | |  | Letters of support, permission letters, research contracts, data sharing agreements (if applicable) | |  | Permission letters / Research Contracts / Data Sharing Agreements (if applicable) | |  | Supervisor approval form (if applicable) | |  | Other, (please indicate in the field below) | | | | |
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| 6B | | | Provide a brief rationale if an attachment(s) is not available at time of submission.   |  | | --- | |  | | | |
| 7. | | | Declarations | | |
|  | | | By submitting this form, the Lead Researcher and academic supervisor, if any, confirm that: | | |
|  | | | * The information in this Form is correct and accurately describes the research project. * No recruitment or data collection for this protocol will start before receiving ethics clearance. * I (we) willcarry out this project in accordance with the information in this Form and the other submitted documents. No changes will be made to the research project as described in this protocol without clearance from the Research Ethics Board. * I will promptly notifythe Research Ethics Board of any ethical breaches or concerns, adverse events, unanticipated problems, protocol deviations or complaints that arise relating to this project. * This study meets all of the conditions for eligibility listed above. | | |
| 8. | | | Comments | | |
|  | | | Do you have any comments or suggestions to improve this form?   |  | | --- | |  | | | |  |

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