**PLEASE DO NOT COMPLETE THIS FORM FOR HREB SUBMISSION. THIS IS ONLY A REFERENCE.**

**Highlighted yellow text represents what is in the “tip” box on the ROMEO form.**

**HREB Request for Ethical Review 2022/2023**

**Project Info.**

**File No:** Ref No :

**Project Title:**

**Principal Investigator:**

**Start Date:**

**End Date:**

**Keywords:**

**Project Team Info.**

**Principal Investigator**

**Prefix:**

**Last Name:**

**First Name:**

**Affiliation:**

**Position:**

**Email:**

**Phone1:**

**Phone2:**

**Fax:**

**Primary Address:**

**Institution:**

**Country:**

**Comments:**

**Common Questions**

**1. Checks**

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| **#** | **Question** | **Answer** |
| 1.1 | My Department Head/Director and Dean will receive a copy of my Request for Ethical Review and have been made aware of my research project. | (checkbox yes) |
| 1.2 | My supervisor has been added as a team member and has reviewed and approved my Request for Ethical Review (students only). Please attach the supervisor approval form found in the attachments tab | (checkbox yes) |
| 1.3 | All team members have completed the TCPS2 Core Tutorial.  You will be asked to provide a copy if this cannot be verified. Please select the UFV affiliation when registering) <https://tcps2core.ca/welcome> | (checkbox yes) |

**2. Project Summary**

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| **#** | **Question** | **Answer** |
| 2.1 | External Co-Investigators and/or Collaborators  If there are other team members that are not from UFV, please enter them here. Please note they will still need to complete the TCPS2 CORE certification if they are involved in data collection and analysis. Contact the ethics office if there are issues with taking the TCPS2 CORE due to language. |  |
| 2.2 | Describe each Team Member's role in the study (CO-Is and additional members)  e.g. statistician, supervisor, staff, student research assistant, recruiter, consultant, etc.  and a brief statement about what they are doing in that role. Make sure they are entered in the project team info tab if from UFV or listed in 2.1 |  |
| 2.3 | \*Type of Researcher (PI) | (Radio button: Faculty, Undergraduate Student, Graduate Student, Post Doc, External, Staff) |
| 2.4 | If student, please add your UFV student number |  |
| 2.5 | If student, please add your course number and title. |  |
| 2.6 | If External, please add the institution and the mailing address. |  |
| 2.7 | \*Organizations or individuals collaborating in the project:  State any industry partners, community organizations, or institutions that are involved in addition to UFV. If none, please type None. **(STOP – If you are requiring a harmonized review with another BC institution please contact the ethics officer).** |  |
| 2.8 | \*I will begin recruitment and data collection immediately after receiving ethics approval. | (checkbox: Yes, No (please select a date in the calendar below) |
| 2.9 | \*I plan to recruit and collect data at a future date (please select approximate date).  When you anticipate you will begin data collection if not immediately after ethics approval. | (date box) |
| 2.10 | \*Data collection declaration | (checkbox: I understand that I cannot collect data until I receive ethics approval) |
| 2.11 | \*Is this a multi-year project?  Multi-year and/or longitudinal projects may be approved for the duration of the project. Approval certificates are given in one-year terms. An annual report is required at the end of each one-year approval certificate. Upon approval of the annual report, you will receive the HREB certificate for the following year. The process will repeat until the project end date.  **\*Any changes to the project will still require an amendment form.** | (Checkbox: yes, no) |
| 2.12 | If yes, how many years will you be collecting data and requiring a valid HREB certificate? |  |
| 2.13 | \*Summary of Objectives, Research Questions, Intended Outcomes, and Dissemination of Results.  Write two or three paragraphs in lay terms. |  |

**3. Project Methodology**

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| **#** | **Question** | **Answer** |
| 3.1 | \*How many total participants are expected?  Please provide an estimated number of participants you will want to recruit for your project. If recruiting different age groups please break this down in numbers. |  |
| 3.2 | \*How many in control group?  Please put N/A if not applicable |  |
| 3.3 | \*Who is recruited and what are the criteria?  If you have a limit of participants, please describe how you will determine the cut off point. |  |
| 3.4 | \*How are participants recruited and by whom?  If recruitment is by letter, poster, or email please provide a copy (e.g. script of email or phone call). If contact is by email address, how are the emails obtained? If you are getting access to participants from another system (police, court, etc) please describe.  **\*\*Please remember social media and other newsletter (UFV Today, Research Office) types of recruitments need to be stated here\*** |  |
| 3.5 | \*What participants are excluded and why?  If nobody is excluded please put N/A |  |
| 3.6 | \*Who will be giving consent (check all that apply)? | (Checkbox: Participant, Parent/Guardian, Agency Officials, Other (explain)) |
| 3.7 | If other, Please explain. |  |
| 3.8 | \*How will consent and/or assent be obtained?  e.g. verbally, written, constituted by completion of survey, emailed back, etc. |  |
| 3.9 | \*Will participants have the capacity to give truly informed consent?  This refers to the ability of participants to evaluate and understand the relevant information presented about a research project and evaluate the potential consequences of their decision to participate or not.  Consider: cultural norms, and populations who are vulnerable due to age, language, mental ability, literacy. | (Checkbox: Yes, No (please explain)) |
| 3.10 | Explain the limitations of informed consent if applicable. |  |
| 3.11 | If this project is carried out at institutions other than UFV, guidelines at all institutions must be adhered to. A copy of consent and/or ethics approval of the other institution(s) must be attached. Please check all that apply. | (Checkbox: Hospital, School (from School Board/Principal), Provincial Government Agency, Other) |
| 3.12 | Give details of other institutions if checked above. |  |
| 3.13 | \*Who will collect the data? Please name them. |  |
| 3.14 | \*What are their qualifications/credentials? |  |
| 3.15 | \*Where will the data gathering take place? | (Checkbox: On Campus, Off Campus, Online) |
| 3.16 | \*Explain  Explain where on or off campus, or what online means (zoom, social media, online surveys, etc) |  |
| 3.17 | \*How much time will be required of participants?  Please provide the approximate amount of time required for participant's participation. If there is more than one session, the participant should be made aware of both the total amount of time as well as the amount in each session. If there are opportunities for participants to review transcripts please include the time required for that here too. Please check that this time required matches the consent form. |  |
| 3.18 | \*Please check what your project will use:  Attach any applicable items. | (Checkbox: Questionnaire, Observations, Review of Records, Interview, Test Instruments, Focus Group Discussion Prompts; Other) |
| 3.19 | Please describe any other instruments your project will use not listed above: |  |
| 3.20 | \*After consenting, describe what participants will be experiencing during data collection, from start to finish.  Describe all methods of data collection that will be used with participants (e.g. online or in person surveys, online or in-person interviews and/or focus groups, review of records, panels, tasks or activities), and any additional instruments or devices to aid in the data collection (e.g. audio and/or video recording, transcription, translators, heart rate monitors, etc.) |  |
| 3.21 | \*Please name who will have access to the raw data.  Students - think about if your supervisor will have access to the data. |  |
| 3.22 | \*How and where will data be stored, secured, and if applicable, shared, such that privacy and confidentiality are maintained?  Please be specific about locations. E.g. locked filing cabinet in UFV office, locked drawer in home office, password protected computer at home, password protected office or home laptop, encrypted USB, back up drives, **cloud backup storage (sync.com) including online recording and/or transcription services like Zoom , Otter, and NVIVO (and if in Canada or other)**, fingerprint protected phone. **If the data is shared with the research team, please indicate how.** Participants need to be aware of these details on the consent form. |  |
| 3.23 | \*Are there any plans for future use of the data?  Participants will need to know this on the consent form. | (Checkbox: yes (please explain), no) |
| 3.24 | If yes, explain who will have access to the data in the future and for what purpose. |  |
| 3.25 | \*Will the raw data be destroyed?  There are situations where raw data does not need to be destroyed. Participants need to know this on the consent form. | (Checkbox: yes (please explain), no) |
| 3.26 | If no, or yes and no, please explain. |  |
| 3.27 | \*If yes, how will all forms of the raw data be destroyed?  Please list how all forms of raw data will be destroyed (paper, electronic on phones and computers, etc). Please put N/A if not applicable. |  |
| 3.28 | Approximately when will the raw data be destroyed?  Be sure to check journal requirements for data storage requirements. Skip this if raw data is not being destroyed | (Datebox) |
| 3.29 | \*How and when are participants informed of their right to withdraw?  If by contact, please include how participants initiate contact.  Anonymous information cannot be withdrawn after submission. Indicate at what point they are able to withdraw until (e.g. a date before publication, submission of survey, submitting approved transcript). |  |
| 3.30 | \*What procedures will be followed for participants who wish to withdraw during the study? |  |
| 3.31 | \*What will happen to their withdrawn data?  Remember that anonymous data cannot be withdrawn after submission and data cannot be withdrawn after publication. |  |
| 3.32 | \*Will any identifiable data be available to non-participants? | (Checkbox: yes (please explain), no) |
| 3.33 | If yes, please explain. |  |
| 3.34 | \*What is the intended form of dissemination? |  |
| 3.35 | \*What are plans for feedback to the participant and how will they receive it?  E.g. Final report, summary, transcript to review, incidental findings, nothing? How will they get the feedback? |  |
| 3.36 | \*Will information provided by or collected from participants be anonymous, anonymized, coded, or contain indirectly or directly identifiable information?  Please note that "anonymous" means that no one, not even the researcher, would know the identity of participants. | (Checkboxes:)  Directly Identifiable Information - the information identifies a specific individual through direct identifiers such as their name or an easily identified employment position within a company.  Indirectly Identifiable Information - The information can reasonably be expected to identify an individual through a combination of indirect identifiers (e.g. place of employment, unique personal characteristics).  Coded Information - Direct identifiers are removed from the information and replaced with an alphanumeric code or pseudonym. Depending on access to the code, it may be possible to re-identify specific participants (e.g. the principal investigator retains a list that links the participants' codes with their actual name so data can be re-linked if necessary). Note that coding of information is not a guarantee of anonymity when indirectly identifiable information is not also removed from products of the research.  Anonymized Information - The information is stripped of direct identifiers, a code is not kept to allow future re-linkage, and risk of re-identification of individuals' remaining indirect identifiers is low or very low.  Anonymous Information - the information never had identifiers associated with it (e.g. anonymous surveys) and risk of identification from indirectly identifiable information is low or very low. |
| 3.37 | Please explain if you chose more than one option. |  |
| 3.38 | \*Are the participants anonymous in the dissemination of the results? (including video/photos). | (Checkbox: yes, no, N/A) |
| 3.39 | If no, or yes and no, please explain. |  |
| 3.40 | \*Will confidentiality of participants and their data be protected? | (Checkboxes)  Yes - completely.  Yes - with limits due to the nature of group activities - the researcher cannot guarantee confidentiality.  Yes - with limits due to context: the nature or size of the sample from which participants are drawn makes it possible to identify individual people.  Yes - with limits due to selection: the procedures for recruiting or selecting participants may compromise the confidentiality of participants (e.g. participants are identified or referred to the study by a person outside the research team).  Yes - with limits due to legal requirements for reporting.  Yes - with limits resulting from the use of web-based applications hosted on third-party servers.  Other (please explain below).  No (please explain below). |
| 3.41 | If other or no, or if you chose more than one answer, please explain. |  |
| 3.42 | If there are limits to confidentiality (group interviews, web, reporting child abuse, etc) such that you cannot guarantee confidentiality, please explain here and how you will disclose this to participants. |  |

**4. Deception**

This section is only required if deception is being used.  
  
**Alterations to Consent**  
There are some research questions that cannot be answered without an alteration to the consent requirements described in the [TCPS2 Articles 3.1-3.5](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html#1). Alterations to consent requirements may include providing prospective participants with only partial disclosure about the purpose of the study, deceiving prospective participants entirely about the purpose of the study, and not informing participants that they (or their data or biological materials) are involved in a study.  
  
Alterations to consent should be permitted only to the extent necessary. If the aims of the research can be achieved with a design that allows for full – or fuller – prior disclosure, then that design must be adopted.   
  
[Article 3.7A](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html#b)The REB may approve research that involves an alteration to the requirements for consent set out in Articles 3.1 to 3.5 if the REB is satisfied, and documents, that all of the following apply:  
  
a) the research involves no more than minimal risk to the participants;  
b) the alteration to consent requirements is unlikely to adversely affect the welfare of participants;  
c) it is impossible or impracticable ([see Glossary](https://ethics.gc.ca/eng/tcps2-eptc2_2018_glossary-glossaire.html)) to carry out the research and to address the research question properly, given the research design, if the prior consent of participants is required;  
d) in the case of a proposed alteration, the precise nature and extent of any proposed alteration is defined; and  
e) the plan to provide a debriefing (if any) that may also offer participants the possibility of refusing consent and/or withdrawing data and/or human biological materials, shall be in accordance with [Article 3.7B.](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html#7b)  
  
Article 3.7B provides guidance with respect to debriefing in the context of an alteration to consent requirements.

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| **#** | **Question** | **Answer** |
| 4.1 | Indicate below why you believe deception is necessary to achieve your research objectives.  Deception undermines informed consent. |  |
| 4.2 | Explain why you believe that the benefits of the deception outweigh the cost to the participants. |  |
| 4.3 | What measures will you take to ensure that there is no permanent damage as a result of the deception? |  |
| 4.4 | Describe how you will debrief participants in a study that involves deception. |  |

**5. Potential Benefits**

Research involving humans may produce benefits that positively affect the welfare of society as a whole through the advancement of knowledge for future generations, for participants themselves or for other individuals. However, much research offers little or no direct benefit to participants. In most research, the primary benefits produced are for society and for the advancement of knowledge.

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| **#** | **Question** | **Answer** |
| 5.1 | What are the benefits of the proposed research to the participant and to the research community?  If there are no benefits to the participants directly, then state this. |  |
| 5.2 | Is monetary or other form of compensation offered to participants?  E.g. gift card, meal, extra marks, etc. If a draw is used, please state odds of winning. Note: if using a draw for an anonymous survey, you will be collecting potentially identifying information.  If funding has been secured for this compensation, please add it to the project info tab. | Checkbox (No, Yes – please explain) |
| 5.3 | Explain compensation. |  |

**6. Potential Risks**

Your research project may cause negative reactions or inconveniences to the research participants. Each person reacts differently to experiences. It is important to foresee possible negative reactions or inconveniences to prevent any practical problems when obtaining free and informed consent, and describe how the risks will be managed.  
  
Please supply sufficient evidence for the HREB to determine the risk level and the benefits of the research.**\*\*The HREB will assess the level of risk and determine the level of review required as per the TCPS2 Policy.**[**https://ethics.gc.ca/eng/tcps2-eptc2\_2018\_chapter2-chapitre2.html#b**](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter2-chapitre2.html#b)  
  
**If an adverse event were to occur during the procedures of the protocol that was not described in this form, the ethics checklist, and the informed consent, then an adverse event form must be completed and the research may, but not necessarily, be put on hold if changes are needed.**

Risks   
Because research is a step into the unknown, its undertaking can involve harms to participants and to others. Harm is anything that has a negative effect on the welfare of participants, and the nature of the harm may be social, behavioural, psychological, physical, or economic.   
  
Risk is a function of the magnitude or seriousness of the harm, and the probability that it will occur, whether to participants or to third parties (as outlined below). A proper ethical analysis of research should consider both the foreseeable risk and the available methods of eliminating or mitigating the risk.  
  
For the purposes of this Policy, “minimal risk” research is defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research.

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| **#** | **Question** | **Answer** |
| 6.1 | What are the risks of the proposed research to the participant and the research community?  If there are no risks, state: There are no anticipated risks. |  |
| 6.2 | Describe how you have minimized risks (please put N/A if not applicable) |  |
| 6.3 | What discomfort or inconvenience, not identified in 6.1, will the participants experience?  Please write N/A if not applicable. |  |
| 6.4 | Is there a conflict of interest (real, potential, or perceived) for any research personnel with respect to their relationship with potential research participants?  A conflict of interest is where someone's personal interests (financial, career, business, position of power) could compromise the objective conduct of research or integrity of the data.  This does not necessarily imply wrongdoing but must be recognized, disclosed, and addressed. Note at UFV, professors cannot collect data on their current students unless it is completely anonymous. It needs to be done by a third party. | (checkbox: yes – please explain, no) |
| 6.5 | If yes to above, please explain the conflict of interest and how you propose to manage any actual, perceived or potential conflict of interest outlined in the previous question. |  |
| 6.6 | Is anyone on the research team benefiting financially from the research in any way? | (Checkbox: yes – please describe benefits below, no) |
| 6.7 | If yes to above, please describe financial benefits |  |
| 6.8 | If applicable, enter your biosafety permit number.  If your project requires Biosafety approval, the ethics cannot be approved until the permit number is entered below. If your research includes the collection of any human bodily fluids (urine, stool, blood, saliva) you will need to obtain Biosafety approval. |  |
| 6.9 | After considering the level of risk your research involves and the vulnerability of your study population, please check one below that best represents the overall level of risk.  The HREB will also use the same matrix to complete their own assessment and the combined assessments will be used to determine the level of review for your project.  Please refer to the [Minimal Risk Guidelines](https://ufv.ca/research-ethics/guidance-notes/risk-level/#d.en.1027271) to read about the eligibility for delegated review and to determine your overall level of risk. | (Checkbox)  1 - Low Participant Vulnerability, Low Research Risk  1 - Low Participant Vulnerability, Medium Research Risk  1 - Medium Participant Vulnerability, Low Research Risk  2 - Low Participant Vulnerability - High Research Risk  2 - Medium Participant Vulnerability, Medium Research Risk  2 - High Participant Vulnerability, Low Research Risk  3 - Medium Participant Vulnerability, High Research Risk  3 - High Participant Vulnerability, Medium Research Risk  3 - High Participant Vulnerability, High Research Risk |
| 6.10 | Provide explanations for the assessments of participant vulnerability and research risk reported above. Please specifically address both. |  |

**7. Documents Required for Submission**

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| **#** | **Question** | **Answer** |
| 7.1 | Attachments  Check and attach all that apply. A missing document may hold up your application. Attach all supporting documents through the "Attachments" tab after saving this tab. | (Checkboxes)  Questionnaire  Interview  Focus Group Discussion prompts  Informed Consent/Letter of Information  School Consent  Hospital Ethics Committee Consent  Deputy Minister Consent  Test Instruments  Recruitment tools (letter, poster, telephone script, etc)  Observation description  Letter of agreement from partner organization  Letter(s) of support  Other (give example below)  Supervisor Approval Form (PDF - see attachments) |
| 7.2 | Other examples |  |

**8. Minimal Risk Checklist Part 1**

Please select the appropriate answer. Note: if you are uncertain which answer best pertains to your project you MUST check YES. This does not mean your application will automatically be reviewed at the full board meeting as above minimal risk. If your answer is YES and NO please answer both and explain in 8.16.

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| **#** | **Question** | **Answer (Checkbox: Yes, No)** |
| 8.1 | Will participants 18 years or younger be involved in your research?  University students may be 18 years or younger, but they are treated like adults and assumed to be able to give free and informed consent. Regardless, this box must be checked yes. |  |
| 8.2 | Does the study involve concealment from and/or deception of the participants? |  |
| 8.3 | Will deception be used to obtain agreement to participate? |  |
| 8.4 | Will information about your participants be obtained from third parties?  This means someone else that is not directly involved in the research project (ie. not the investigator, not the co-investigator). |  |
| 8.5 | Are the investigator or associates of the investigator in a position of power in relation to the participants? |  |
| 8.6 | Is any coercion exerted upon the participants to participate? |  |
| 8.7 | Does the study involve physical stress (or the participants' expectation thereof)?  Stress that might result from heat, noise, electric shock, pain, drugs, alcohol, or deprivation or food, sleep, or drink. |  |
| 8.8 | Does the study involve mental, psychological, or emotional discomfort in the participants?  Things like fear, anxiety, loss of self-esteem, shame, guilt, embarrassment, becoming aware of a personal weakness, etc. |  |
| 8.9 | Does your research require approval from the Biosafety officer?  A valid biosafety permit is required before ethics approval can be granted |  |
| 8.10 | Does the study involve participants who are legally, mentally, or otherwise not in a position to give their valid consent to participate?  E.g minors, hospital patients, people with dementia, etc. |  |
| 8.11 | Will identifiable information obtained from individual participants be disclosed to third parties (someone not on the research team)? |  |
| 8.12 | Could publication of the research possibly jeopardize participant privacy or confidentiality? |  |
| 8.13 | Could publication of the research possibly harm the participants either directly or through identification with their membership group? |  |
| 8.14 | Does your research address issues specific to First Nations, Inuit, or Metis participants/communities?  If yes, this may mean you need to complete the TCPS Chapter 9 form. Please click the main attachments tab to find the supporting document, complete, and upload in that section. Please explain the details in the last box. |  |
| 8.15 | Are there any other aspects of this study that might interfere with the protection of the well-being and dignity of the participants? |  |
| 8.16 | If you answered YES to any of the above, please clarify your choice below, referring to the question number each time. |  |

**9. Minimal Risk Checklist Part 2**

Please select the appropriate answer. Note: if you are uncertain which answer best pertains to your project you MUST check NO. This does not mean your application will automatically be reviewed at the full board meeting as above minimal risk. If your answer is YES and NO please answer both and explain in 9.11.

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| **#** | **Question** | **Answer (Checkbox: Yes, No)** |
| 9.1 | Will participants be informed of the nature of their involvement in the collection of data and all features of the research that reasonably might be expected to influence willingness to participate? |  |
| 9.2 | Will participants be told that they can discontinue their participation at any time without penalty? |  |
| 9.3 | Will the participants' right to withdraw their data be respected?  (i.e. within the limits of withdrawing) |  |
| 9.4 | Will participants be aware that they are participants?  E.g. observational studies both in person and online. |  |
| 9.5 | Will participants or their guardians be asked to sign consent forms? If they are giving passive consent or consenting through online means please check no and explain below. |  |
| 9.6 | Is confidentiality of the participants' identities positively ensured?  Focus groups do not allow guaranteed confidentiality. |  |
| 9.7 | Will the investigator ensure all the promises made to the participants are fulfilled? |  |
| 9.8 | Will all necessary measures be taken to protect the physical safety of participants?  E.g dangers such as faulty electrical equipment, poor grounding, lack of oxygen, falls, traffic and industrial accidents, the possibility of hearing or vision loss, and so forth. |  |
| 9.9 | Will the investigator ensure that participants understand the process available to them for registering concerns or complaints? |  |
| 9.10 | If the investigator will dispose of the raw data once the study is completed, will it be done in a way that will safeguard the participants' right to confidentiality? |  |
| 9.11 | If you answered NO to any of these questions, please clarify your choice below, referring to the question number each time. |  |

**10. Supervisor Sign off (Required only for Students)**

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| **#** | **Question** | **Answer** |
| 10.1 | By checking "yes" below I am confirming that I have attached my supervisor's sign off on this HREB application.  Please upload the Word Document confirming that they have read and approve your HREB application. The document can be found in the attachments tab. | (Checkbox yes) |

**11. Indigenous Research Form**

Please complete the questions below if you are conducting research that involves First Nations, Inuit or Métis persons. Specifically, if your research involves any of the following:  
  
• research conducted on issues involving First Nations, Inuit or Métis communities; or data collection taking place on lands reserved for First Nations, Inuit or Metis use;  
• recruitment criteria that include Indigenous identity as a factor for the entire study or for a subgroup in the study;  
• research that seeks input from participants regarding Indigenous cultural heritage, artefacts, traditional knowledge or unique characteristics;  
• research in which Indigenous identity or membership in an Indigenous community is used as a variable for the purpose of analysis of the research data; or  
• interpretation of research results that will refer to Indigenous communities, peoples, language, history or culture.  
  
**If this form is incomplete or lacking enough evidence for review, the HREB will return the application.**  
  
If you are conducting research involving Indigenous persons in Canada, federal guidelines require that you address the following provisions as part of the research ethics review process. Each question is followed by a link to the provision as outlined in the Tri-Council Policy Statement, articles 9.1-9.22. See <https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html>  
  
Research ethics review by community REBs or other responsible bodies at the research site will not be a substitute for research ethics review by institutional REBs and will not exempt researchers affiliated with an institution from seeking REB approval at their institution, subject to TCPS2 Article 8.1. Prospective research and secondary use of data and human biological materials for research purposes is subject to research ethics review.

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| **#** | **Question** | **Answer** |
| 11.1 | Please provide a plan on how you have and will engage the relevant community in your research plans. The nature and extent of community engagement in a project shall be determined jointly by the researcher and the relevant community and shall be appropriate to community characteristics and the nature of the research.  Community engagement [Article 9.1, 9.2, 9.10] <https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html#c> When proposing research expected to involve First Nations, Inuit or Métis participants, researchers shall advise their REBs how they have engaged, or intend to engage, the relevant community. Alternatively, researchers may seek REB approval for an exception to the requirement for community engagement, on the basis of an acceptable rationale.  Please see Article 9.2 which illustrates some examples of the forms of community engagement that might be appropriate for various types of research. |  |
| 11.2 | Are you collecting human participant data on lands reserved for First Nations, Inuit, or Métis use or under the jurisdiction of a First Nations, Inuit, or Métis authority?  Where a proposed research project is to be conducted on lands under the jurisdiction of a First Nations, Inuit or Métis authority, researchers shall seek the engagement of leaders of the community, except as provided under Articles 9.5, 9.6 and 9.7. <https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html#5>  Note: If you are conducting research involving the Stó:lo Nation you need to complete additional documentation. Please see attachments tab. | (Checkbox: no, yes) |
| 11.3 | If Yes, you must provide evidence of review and approval by local Indigenous groups or REBs.  Article 9.3. Include evidence of review and approval by the community authority in your attachments. This may be an email, letter, or certificate indicating their review and approval. You may use the box to explain if you have not included this. |  |
| 11.4 | Mutual benefit: Please comment on how the nature of the relevance of this research was determined for meeting First Nations, Metis or Inuit community needs and practices and how it might benefit the participating community.  Article 9.13, 9.14 <https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html#13> Where the form of community engagement and the nature of the research make it possible, research should be relevant to community needs and priorities. The research should benefit the participating community (e.g., training, local hiring, recognition of contributors, return of results), as well as extend the boundaries of knowledge.  Research projects should support capacity building through enhancement of the skills of community personnel in research methods, project management, and ethical review and oversight. |  |
| 11.5 | Interpretation and Dissemination: Please describe the process of engaging relevant community representatives in interpreting data and reviewing research findings.  Article 9.15, 9.16, 9.17, 9.18 [(https://ethics.gc.ca/eng/tcps2-eptc2\_2018\_chapter9-chapitre9.html#15)](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html#15)  Researchers should engage the community in identifying Elders or other recognized knowledge holders to participate in the design and execution of research, and the interpretation of findings in the context of cultural norms and traditional knowledge. Community advice should also be sought to determine appropriate recognition for the unique advisory role fulfilled by these persons.  Researchers should afford community representatives engaged in collaborative research an opportunity to participate in the interpretation of the data and the review of research findings before the completion of the final report, and before finalizing all relevant publications resulting from the research.  In collaborative research, intellectual property rights should be discussed by researchers, communities and institutions. The assignment of rights, or the grant of licenses and interests in material that may flow from the research, should be specified in a research agreement (as appropriate) before the research is conducted **(please contact the research office if this is the case).** |  |

**12. Accuracy of Information**

**Collection Notice:** The personal information requested on this form is collected under the authority of the University Act, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). The information will only be used for the purpose of  UFV Research Ethics review. Direct any questions about this collection to Yvette Fairweather at Research, Engagement, & Graduate Studies at UFV at (604) 557-4011 or see [www.ufv.ca/informationprivacy](http://www.ufv.ca/informationprivacy).   
  
Please read the following statement and check "I agree" prior to submitting your application.

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Answer** |
| 12.1 | I certify that I have read and understand the policies, procedures, and guidelines developed by the University of the Fraser Valley (UFV) for ensuring ethical conduct in research and that I intend to comply fully with the letter and spirit of those policies, procedures, and guidelines; that all the information I have included in this application is, to the best of my knowledge, true; and that I have not knowingly omitted any information from this application that is relevant to the task of the UFV Human University Research Ethics Board. I further acknowledge my responsibility to report any significant changes in the project and to obtain written approval for those changes, as required by the University policies, procedures, and guidelines, prior to implementing those changes; and to report any unanticipated issue or event that may increase the level of risk to participants, or has other ethical implications that might affect participants’ welfare. Submission of this application together with supporting documentation indicates compliance with the foregoing statement.  Relevant policies:  [Human Research Ethics](https://ufv.ca/media/assets/secretariat/policies/Human-Research-Ethics-(54).pdf) [Responsible Conduct of Research and Scholarship](https://ufv.ca/media/assets/secretariat/policies/Responsible-Conduct-of-Research-and-Scholarship-(53).pdf) [Conflict of Interest](https://ufv.ca/media/assets/secretariat/policies/Conflict-of-Interest-(142).pdf) | (Checkbox, I agree) |