

LAKEHEAD UNIVERSITY GEOGRAPHY DEPARTMENT
RESEARCH ETHICS BOARD
RESEARCH APPLICATION

RESEARCHER(S):

TITLE:

Research Ethics Review Criteria (please check each box that applies to your proposed work and provide the relevant information)

Summary of purpose of research

Be sure to include sufficient detail, described in terms that do not require extensive field-specific knowledge (similar to the statement you would prepare for a public presentation of your work).

Research methodology

- a) Describe required characteristics and number of subjects.
- b) Describe recruitment procedures.
- c) Explain the method of data collection and analysis. Explain exactly what will be expected of participants (length of time commitment, etc.) All questionnaires and research instruments should be included as appendices, although published instruments may be referenced with a current citation or website.

Potential risks to participants

- a) State clearly any potential risks - physiological or psychological - for participants or for third parties (those affected by the research but who are not active research subjects).
- b) If there is apparent risk, clearly explain all steps that are being taken to reduce such risk.

Deception

If deception is part of the research program, the researcher must:

- a) State clearly why no alternative methodology, which does not involve deception, can fruitfully be used to answer the research question.
- b) Provide evidence that the participant is not put at risk by the deception (or, in some cases, the failure to fully disclose the research procedure to participants because of fear of contamination of results).

Benefits to subjects and/or society

Describe in detail the potential benefits of the research.

Informed consent

- a) Clearly outline the measures that will be used to ensure the informed consent of all research participants.
- b) Cover letters and consent forms must be attached as appendices.
- c) When phone surveys are conducted, a statement of introduction must be included as an appendix.
- d) If subjects are incapable of providing consent or are legally under the age of consent, the researcher must state why this vulnerable group is necessary to the study and provide consent forms specific to legal guardians. S/he must outline procedures that will be used to inform such participants, to the best of their ability, about the nature of the research and to allow them, not only their guardians, choice with regard to participation. Children under 18 are not considered to be emancipated minors and parental consent is required. Consent forms are also required for children and others who, while legally incompetent, should nonetheless be informed about and consent to their own participation.
- e) The researcher must illustrate that participants will be informed of their right to withdraw from the study at any time without penalty of any kind.

- [] **Anonymity and confidentiality**
The researcher must clearly outline the procedures that will be used to guarantee confidentiality and anonymity for participants. This is particularly important with regard to populations, such as students, who may be concerned about the power of the researcher in a context related to, but not part of, the research itself. Participants who wish to be named and to waive their right to privacy and confidentiality must provide written evidence, witnessed by a third party, to this effect.

- [] **Storage of data**
Provide evidence that the data will be securely stored for 7 years, as per Lakehead University policy.

- [] **Research partners and graduate students**
Clearly state whether or not the research will involve other students and/or researchers at another university or institution. If you are involved in multi-site research, e.g., a high school, etc., provide evidence that ethical approval is also being sought at the other institution where direct research with human participants will be undertaken. Ethical approval from another institution, while essential in a multi-site project, is not itself sufficient for the commencement of research with human participants at Lakehead.

- [] **Dissemination of research results**
Clearly state the means by which research will both be disseminated in the academic community and by which research participants may be made aware of the findings of the study.

Does this project require ethical clearance from a major granting agency? If yes, name the agency:

I am familiar with the Lakehead University ***Ethics Procedures and Guidelines for Research Involving Humans*** and the current ***Tri-Council MOU*** (www.nserc.ca/institution/mou_e.htm) and the ***Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*** (www.sshrc.ca) and I agree to comply with these guidelines in carrying out this proposed research. I attest that all information submitted here is complete and truthful. I understand the consequences, for myself and for the institution, of failure to comply with Tri-Council and MOU procedures. Researchers are required to report any changes in research design, procedures, sample characteristics, and so forth that are contemplated after approval has been granted. If any unforeseen incident occurs during the course of research that may indicate risk to participants, I will immediately cease research and inform the Geography Ethics Board (GEB). I will inform the GEB when the research is complete.

Signature of Researcher Date

Signature of Supervisor Date

Signature of Chair/Director Date

NOTE: Please submit three (3) copies of this form along with three (3) copies of all required information to: the Geography Ethics Board, c/o Jennifer McKee, Department of Geography, RC 3016G. Applications should be received at least 2 weeks prior to the proposed start of research.