Research Ethics Committee

School of Outdoor Recreation, Parks and Tourism

## RESEARCHER’S AGREEMENT FORM

STUDENT RESEARCHER(S):

RESEARCH PROJECT SUPERVISOR:

CLASS/Project:

RESEARCH PROJECT TITLE:

**INSTRUCTIONS**: (to be completed by the student researcher)

1. Use this form and clearly address each of these Review Criteria (or indicate that they do not apply) with sufficient detail to clearly understand your response. Place response on a new line immediately below each heading.
2. Electronically submit the Researcher’s Agreement Form (and all supporting documents), in MS Word format only, to your project supervisor, who will review and submit signed form to the School of ORPT Research Ethics Committee (REC). For some MS Word versions, pdf files may have to be converted to jpg format before insertion into Word.
3. The REC requires a minimum of one week to review the proposal.
4. No data can be collected until written approval has been granted by the REC.

**Research Ethics Review Criteria. *Address each criterion individually. Indicate whether a criterion does not apply.***

1. **Purpose of research.**
2. Include sufficient detail so that person without specialized knowledge will understand. Include your research problem and research questions. Suggested length: 2-3 paragraphs.
3. **Research design**. Describe:
	1. Research design used (quantitative, qualitative, mixed, multiple, etc.).
	2. Data collection methodology used (survey, interviews, etc.).
	3. How the data will be collected (online, in-person, telephone, etc.).
	4. What will be expected of participants (length of time commitment, follow-up, etc.).
	5. Anticipated data analysis and any specific data type requirements (ordinal, interval, etc.).
	6. All research instruments (questionnaires, interview forms, etc.) must be included as appendices.
	7. If and how secondary data will be used. See note below.

*NOTE: For research involving the use of secondary data (data which has been previously collected for a purpose other than the research project itself), REC review is not required if the data are anonymized so long as the process of data linkage or recording or dissemination of results does not generate identifiable information (see TCPS 2, Chapter 2, Article 2.4). For secondary data that are identifiable, REC review is required. Please see TCPS 2, Chapter 5, Section D.*

1. **Research participants (population and sample)**. Describe:
	1. Study population and any specific characteristic needed.
	2. Whether individuals under 18 years of age, Aboriginal peoples, or special groups will be included. If any of these groups are included, please refer to TCPS 2 for a plan to address their needs.
	3. Type of random sample or non-random sample desired, and anticipated sample size.
	4. Strategy proposed if desired sample size is not met (do you have a back-up plan to recruit more respondents).
	5. Any sampling frame used (list or source of individuals to select) and how you will obtain this list.
	6. How external validity (sample representing population) will be addressed.
2. **Data collection procedure.** Describe:
	1. Location where participants will be contacted (online, common area, home, etc.).
	2. Proposed dates/timing of when participants will be contacted.
	3. Process of how potential participants will be selected and contacted.
	4. Whether any special permission is required at contact location.
	5. Discuss any specific equipment needs for data collection.
	6. Explain how non-response bias will be treated.
	7. Include a copy of any advertisements, emails, posters, and incentives used to recruit participants.
3. **Harm and/or potential risks to participants**. Describe:
	1. Any potential harm or risks – physical, psychological, injury to reputation or privacy, and breach of any relevant law – for participants or for third parties (those affected by the research but who are not active research subjects).
	2. If there may be apparent harm or risk, clearly explain all steps that are being taken to reduce risk.
4. **Deception**. Describe:
	1. Is deception part of the research program? If yes, the researcher must also address parts b and c.
	2. Why no alternative methodology, which does not involve deception, can be used to answer the research question.
	3. 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).
5. **Benefits to subjects and/or society**. Describe:
	1. Potential benefits of the research for participants.
	2. Potential benefits of the research to general knowledge or society.
6. **Informed consent**. Describe:
	1. Will a cover letter and consent form be used? If no, describe measures that will be used to ensure the informed consent of all research participants.
	2. Will a cover letter be provided? If yes, provide the cover letter on Lakehead University letterhead as an appendix. A cover letter template is attached: please note that this template is only an example so make sure that any specifics related to your research are addressed. The cover letter should not exceed one page in length.
	3. Will a consent form be used? If yes, provide the consent form on Lakehead University letterhead as an appendix. Ensure that all requirements in the informed consent checklist are addressed.
	4. If data will be obtained by in-person contact, a consent form must be signed by participant. A consent form template is attached: please note that this template is only an example so make sure that any specifics related to your research are addressed.
	5. If data are obtained through non-personal contacts (e.g., online), consent can be implied by the person agreeing to provide information. Implied consent must be stated in the cover letter.
7. **Capacity to consent**. Describe:
	1. Does the prospective or actual participant clearly have the capacity to understand relevant information presented about a research project, and to appreciate the potential consequences of their decision to participate or not participate (TCPS 2, Chapter 3, Section C)? If yes, explain what makes you believe that this is the case.
	2. If no, describe the measures you will take to ensure the research participants will sufficiently understand the nature of the research project, and the risks, consequences, and potential benefits associated with it.
8. **Right to withdraw**.

In the cover letter and/or consent form, does it clearly state that participants have a right to withdraw from the study at any time without penalty of any kind, and that they may choose not to answer any question asked as part of the research and for participants submitting information anonymously, that they will be informed that withdrawal post-submission is not possible due to the anonymous nature of their data? If no, please explain how participants will be informed of their right to withdraw from the research and any limits to such rights.

1. **Anonymity and confidentiality**. Describe:
	1. Does your research involve collecting names or other information that can identify the research participants? (Consider names and signatures on consent forms, e-mail address for incentive prizes, face-to-face interviews, audio recordings of people’s voices that can be identified).
	2. If yes, describe procedures that will be used to ensure anonymity for participants. (Be aware of wording: Anonymized information is irrevocably stripped of direct identifiers to prevent future re-linkage, and risk of re-identification of individuals from remaining indirect identifiers is low. Anonymous information or the information never had identifiers associated with it (e.g., anonymous surveys) and risk of identification of individuals is low).
	3. Describe procedures that will be used to ensure confidentiality for participants. Confidentiality is an ethical and/or legal responsibility of individuals or organizations to safeguard information entrusted to them, from unauthorized access, use, disclosure, modification, loss or theft.
	4. If participants wish to be named and to waive their right to privacy and confidentiality, there must be a means to obtain written evidence of this request.
2. **Storage of data**. Describe:
3. Who will have access to the data while the research is being compiled and analysed? Who will store the data once the research project is complete?
4. Will you ensure that data will be securely stored for 5 years at LU following completion of the project and then destroyed, as per Lakehead University policy? Yes/no
5. If the data are collected online, that at the conclusion of the study, will you ensure the data will be downloaded onto a secured computer controlled by the course instructor or research supervisor, and deleted from online program? Yes/no
6. How will you ensure that data will be destroyed after the 5-year period?
7. **Dissemination of research results**. Describe:
8. Means by which research will be disseminated to relevant audiences.
9. How research participants will be made aware of the findings of the study.
10. **TCPS 2 Tutorial: Course on Research Ethics.**

Indicate that you have completed the TCPS 2 Tutorial: Course on Research Ethics by attaching a copy of your completion certificate to this application below your signature.

1. 15. **SIGNATURES**: The researcher agrees with the following:
2. I am familiar with the Agreement on the Administration of Agency Grants and Awards by Research Institutions, and the Tri-Council Policy Statement 2: Ethical Conduct for Research Involving Humans and I agree to comply with these guidelines, and the procedures approved by the Research Ethics Board, in carrying out this proposed research.
3. I attest that all information submitted to the REC is complete and truthful. I understand the consequences, for myself and for the institution, of failure to comply with the above regulations.
4. Researchers are required to report to the REC any changes in research design, procedures, sample characteristics, and so forth that are contemplated after REC approval has been granted. Changes may not be implemented until approved by the REC. If any unforeseen incident occurs during the course of research that may indicate risk to participants, I will immediately cease research and inform the REC.

**Supervisor** (please type)

Signature: (please insert scanned signature) Date:

**Student(s)** (please type)

Signature(s): (please insert scanned signature) Date:

Insert image of each student researcher’s TCPS 2 certificate of completion here:

ORPT RESEARCH ETHICS COMMITTEE EVALUATION FORM

Copy to be filed with ORPT Office

RESEARCHER:

RESEARCH PROJECT SUPERVISOR:

RESEARCH PROJECT TITLE: =============================================================================================

 Do NOT approve (signature of each reviewer required)

Reason:

 APPROVED, SUBJECT TO: (signature of each reviewer required)

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 REQUIRED CHANGES MADE (documentation attached). Documentation of required changes must be in the form of “track changes” in MS Word, including responses to comments in the margins. (E.g., *REVIEWER’S COMMENT: Please modify XXX. STUDENT COMMENT: Done or STUDENT COMMENT: In consultation with my supervisor, I did not modify XXX because…*.) Final approval will not be granted unless the required changes are made visible in this format.

**Supervisor** (please type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: (please insert scanned signature) Date:

* APPROVED

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Final Approvals

**Chair (ORPT Research Ethics Committee)** (please type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: (please insert scanned signature) Date:

**Director** (please type) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: (please insert scanned signature) Date:

**Research Project Title \_\_\_\_\_\_\_\_\_**

**Course Title \_\_\_\_\_\_\_\_\_**

**School of Outdoor Recreation, Parks & Tourism**

**Cover Letter Template**

*(make sure LU letterhead is used, maximum one-page length)*

Potential Participant,

The \_\_\_\_\_\_\_\_\_\_\_ class *(directed studies, theses)*, in the School of Outdoor Recreation, Parks & Tourism, is conducting a study on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *State specifically what you are doing and why. Describe benefits of the study to participant and/or society. Indicate how information will be used. (Insure that cover letter does not exceed one page in length.)*

You are invited to voluntarily participate in this study, which will take about \_\_\_ minutes to complete. You may choose to stop participating and decline to answer any question at any time. Individual responses will be summarized and not identified in the results or with any personal information. Please note that due to the anonymity of responses, once submitted, your specific information cannot be identified for deletion. Any publication or presentation of the data will not identify individual responses. There is no apparent risk for participating in the study. The study data will only be used by the \_\_\_\_\_\_\_\_\_\_\_\_ class as a class project and may be presented at a conference or published as a research paper. The data from this study will be securely stored at Lakehead University for five years, after which point it will be destroyed.  Please note that this study is (not) endorsed/sponsored by \_\_\_\_\_\_\_\_\_ (any organization or group).

If you have any questions about this study or wish to have a summary of the results, please contact \_\_\_\_\_\_\_\_\_\_\_, course instructor, at 807-343-\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_@lakeheadu.ca.

You may also contact the School of Outdoor Recreation, Parks and Tourism Research Ethics Committee with any concerns: Dr. \_\_\_\_\_\_\_\_\_\_\_\_, 807-343-\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_@lakeheadu.ca.

By participating in this survey, you are giving consent for your information to be used in the analysis in an anonymous manner, that you are 18 years or older in age, you have read and understood the cover letter, you understand the risks and benefits involved, and that your participation is voluntary, and you may withdraw at any time.

Thank you for participating in this study. Please DO NOT provide your name or any personal identification, as your responses are meant to be completely anonymous.

Course Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research Project Title \_\_\_\_\_\_\_\_\_**

**Course Title**

**School of Outdoor Recreation, Parks & Tourism**

**Consent Form Template**

*(make sure LU letterhead is used, maximum one-page length)*

Potential Participant,

By signing this consent form, you are agreeing to the following:

* You have read and understood the cover letter for the study.
* You are 18 years or older in age.
* You agree to participate in this study by completion of a survey/interview.
* You understand the potential risks and/or benefits of the study.
* Your participation is voluntary, and you can withdraw from the study at any time and may choose not to answer any question.
* Please note that due to the anonymity of responses, once submitted, your information cannot be deleted.
* The data you provide will be securely stored at Lakehead University for a period of five years, and then destroyed.
* Your personal information and individual responses will remain anonymous in any publication or public presentation of research findings.
* If you wish to have a summary of the results, you may contact: \_\_\_\_\_\_\_\_\_\_\_, 807-343-\_\_\_\_\_\_, \_\_\_\_\_\_\_\_@lakeheadu.ca.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that this consent form is to be given back to researcher.**

**Informed Consent Checklist**

This list is intended to ensure that your cover letter and consent forms contain all the required information as per Lakehead University REC policy. Make sure that all checklist items are addressed. *Submit this signed checklist to your supervisor but do not include this completed check list in your ethics submission.*

General

1. [ ] Cover letters and consent forms are presented on Lakehead University letterhead

2. [ ] The language level is appropriate to the age and reading level of the subject population

3. [ ] Contact information for the researcher(s), the supervisor, and the Research Ethics Board is always included in the cover letter that the participants will keep after they sign the consent form.

The Cover Letter should include:

1. [ ] The title of the study

2. [ ] An explanation of the purpose of the research

3. [ ] The identity of the researcher and their affiliation with Lakehead University

4. [ ] The sponsor of the research, if applicable

5. [ ] A warm, non-coercive invitation to participate, addressed to the “Potential Participant”

6. [ ] The reason why the potential participant is being invited to participate in the research

7. [ ] That the individual’s participation is voluntary, that they may refuse to participate in any part of the study, and that they may withdraw from the study at any time

8. [ ] That participants may decline to answer any question

9. [ ] A description of the procedures the participants will be involved in and how much of their time will be required

10. [ ] Information regarding any audio or videotaping and explicit consent to such recording

11. [ ] Information about any foreseeable risks, harms, or inconveniences

12. [ ] Potential benefits (including information that there is no direct benefit, if appropriate)

13. [ ] A mechanism for providing referrals, if appropriate (i.e. the possibility of emotional distress, or physical harm)

14. [ ] Information regarding who will have access to the data

15. [ ] Information about the storage of data (during and after completion of the research)

16. [ ] The degree of confidentiality and/or anonymity that will be provided and how this will be maintained (e.g. individual participants will not be identified in published results without their explicit consent, data will be published in aggregate form). For research involving anonymous surveys, it should be stated that the survey instrument will not be labeled to identify who completed it.

17. [ ] Limits on confidentiality, if applicable (e.g. confidentiality disclaimer for focus groups)

18. [ ] A statement indicating the researcher’s intent to publish or make public presentations based on the research and whether or not the participant’s identity will remain confidential (e.g., will pseudonymous be used?)

19. [ ] Offer of a summary of the research results (and a mechanism to provide the summary)

The Consent Form must state each individual’s agreement that:

1. [ ] They have read and understood the cover/information letter for the study

2. [ ] They agree to participate

3. [ ] They understand the potential risks and/or benefits of the study, and what those are

4. [ ] That they are a volunteer and can withdraw from the study at any time, and may choose not to answer any question

5. [ ] The data they provide will be securely stored at Lakehead University for a period of five years

6. [ ] If applicable, that they understand that the research findings will be made available to them, and how this will be communicated

7. [ ] That they will remain anonymous in any publication/public presentation of research findings. Participants must explicitly agree to have their identities revealed.

Other Consent Information

1. [ ] All participants must sign and date the consent form then return it to the researcher.

2. [ ] Consent must also be obtained from all agencies, partners, schools, school boards etc. that provide access to the subject pools. Separate consent forms must be included for all of the above should this apply.

3. [ ] If the study involves the use of high-risk test instruments which could potentially reveal that the subject intends to participate in a dangerous activity(s), the consent should contain a clause such that there is a limit to the level of confidentiality when the subject may be at risk for harm to self or others.

4. [ ] While inclusive research is important, the researcher must ensure that consent is obtained from vulnerable populations in a sensitive manner. Vulnerable populations include children, and others not competent to give free and informed consent on their own behalf. In cases like this, parent/guardian (or the individual’s representative) consent must be obtained. Please note every effort should be made to ensure that participants understand and consent to their own participation as well. In exceptional cases it may be possible to obtain consent from someone under the age of 18. The researcher must explicitly demonstrate why this is necessary and how the research results would be significantly altered if parental consent was required.

All research team members must sign this checklist form before submitting to your supervisor.

Research Team Members Signatures Below

**Student(s)** (please type)

Signature(s): (please insert scanned signature) Date: