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<b>A. Application &amp; Project Information</b>	
<b>Title of Proposal</b>	
<b>Applicant Name</b>	
<b>Department</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Applicant Status (Check one)</b>	Student Investigator
<b>For undergraduate student research, indicate name and department of supervisor.</b>	
<b>For course-based research, indicate name and number of course.</b>	
<b>Name(s) of co-investigator(s)</b>	
<b>Is this research sponsored or funded?</b>	Yes                  No If yes, indicate organization:
<b>Anticipated Start Date</b>	
<b>Anticipated Completion Date</b>	
<b>Date Received</b>	
<b>DEC Protocol Number</b>	

## **B. Project Details**

*\*Please attach additional information as a supplemental document where needed if space becomes limited.*

**For undergraduate research, provide a rationale for the project. This should include the problem or issue to be addressed and the potential contribution of the research to the advancement of knowledge or its wider social benefit. For course-based projects where the purpose is pedagogy, describe the pedagogical purpose of the project. Use language that is understandable to laypersons. (150 words maximum)**

**Provide a description of the proposed project's methods including participants (population, sample size, inclusion/exclusion criteria), location (online, in-lab, field, classroom), duration, remuneration (if any), recruiting/screening process, and all study procedures.**

**Provide a brief description of how the proposed findings will be used (e.g., knowledge mobilization, scholarly publications, classroom exercises).**

**Provide a brief data management plan including how the project will maintain confidentiality of personal or identifying information, and details related to data storage, retention period, security, distribution, and disposal.**

**Identify all risks of participation in this study, and explain why these risks do not exceed the risks that participants encounter in the aspects of their daily lives that relate to the research. For assistance identifying possible risks, see the risk assessment checklist that follows. Studies that exceed minimal risk are not eligible for DEC review.**

**Disclose any real or apparent material or personal conflicts of interest that any of the investigators or sponsors may have regarding relationships with potential participants, and regarding potential uses of the research/scholarly findings. Indicate how any conflicts will be resolved in an ethical manner.**

**Provide a short risk/benefit analysis in relation to the responses above.**

**\*As attachments**, include all: (a) recruiting materials; (b) consent forms or procedures; (c) all research instruments (e.g., questionnaires, visual/electronic

## C. Risk Assessment Checklist

Applicants are expected to be aware of all risks associated with their research projects in relation to TCPS2, university policies, and discipline-specific guidelines. The checklist below, however, will assist applicants and reviewers in identifying potential risks.

For each item, if the chosen response is highlighted, please provide a response explaining and justifying that element of the project and any steps taken to mitigate that potential risk. Underlined responses do not necessarily prevent project approval but represent potential areas of concern that should be considered and addressed by the applicant.

### Conflicts of Interest

Disclose any conflicts that apply to the applicants and/or their family members.

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|--|-----|----|
| 1. Is there any possibility that the research findings will be commercialized or generate revenue?                       | Yes | No |
| 2. Are any of the applicants in dual roles viz-a-viz the participants? (e.g., researcher and provider of other services) |     |    |









## D. Consent Form Checklist

This list is to ensure that all elements of a Consent Form(s) have been included. If you circle "No" or "N/A" for any of the items listed below, please provide a brief explanation in the comments field. If you propose that a written consent form is not required, please provide a brief explanation of how consent will be obtained and documented in the comments field.

1. The University of Winnipeg's letterhead is used or contact information provided	Yes	No	N/A
2. Identity of course instructor or student investigator and supervisor	Yes	No	N/A
3. Description of research topic/question including but not limited to: a) study title/name; b) purpose of research; c) nature/location of participation (e.g., online or in-person); d) duration of participation; e) remuneration, if any; f) research procedures and also whether there are any pre-existing participation eligibility requirements.	Yes	No	N/A
4. Risks and benefits of participation	Yes		

## **E. Signatures & Acknowledgements**

Your signature(s) below indicate that you:

- have read the UHREB Policies and Procedures
- have read the portions of the Tri-Council Policy Statement (TCPS) relevant to the research
- agree to abide by the policies and guidelines listed above
- have completed the TCPS2 CORE tutorial and attached the completion certificate of all investigators
- have disclosed all actual or apparent conflicts of interest
- have disclosed all aspects of the study relevant to ethical review
- believe this submission to be complete
- agree to report to the University Human Research Ethics Board all unexpected or adverse subject/participant responses that exceed the levels anticipated and provided for in this submission
- will conduct the study as described in this submission, if approved
- will request DEC approval for any modifications to the approved submissions
- will comply with all conditions upon which approval may be contingent
- will cease research activities on this approval's expiry date or seek an extension before that date

Note that other university policies may apply to your activities. For example, all UW students, employees, and volunteers working with children are expected to provide recent Criminal Record and Vulnerable Sector checks to Human Resources before the work commences. It is