**Form to Report**

**Data-Gathering Activities Involving Humans**

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| **Who must complete this form?**  This form must be completed if you are planning to pursue any of the following activities at Sault College:   * To oversee undergraduate student research that involves humans as participants; * To conduct data collection from students, faculty, staff or any other person as a one-time extraordinary resource aiming at quality improvement; * To gather data from humans and you are uncertain whether your activity requires REB approval or not.   **When to complete this form?**  This form must be completed and submitted to the REB prior to the beginning of your data gathering activity.  **How to submit this form to the REB?**  Save the completed form as a PDF document. Email it to the REB’s academic assistant, Ms. Dina Guido: [Dina.Guido@saultcollege.ca](mailto:Dina.Guido@saultcollege.ca) . If there is any need for clarification, the REB will contact you within 30 days. |

1. Complete name and email address of the person responsible for the activity:

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1. Course code and academic unit or division/office that hosts and oversees this activity:

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1. Briefly describe the data collection activity. What data will be gathered, from whom, how, when, where, and who will do it?

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1. Identify the main purpose/s of the data collection activity. Why do you/your students/your team/your institution plan to gather these data? *Check all that apply (mark with an X).*

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|  | To improve my own teaching. |
|  | To support my students in their learning process. |
|  | To learn and practise research skills. |
|  | For educational quality improvement/assurance. |
|  | For program evaluation. |
|  | For a more rational allocation of educational resources. |
|  | To contribute with useful and relevant information for the community and/or general public. |
|  | To make a substantial contribution to the academic discipline. |
|  | To answer a research questions and resolve research problems. |
|  | To test a hypothesis. |
|  | Other. Please clarify: |

1. How will you/your students/your team protect the confidentiality and privacy of the information gathered?

(e.g. encrypted USB, locked cabinet, etc.)?

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1. Do you anticipate any potential physical, psychological, academic, social, and/or economic risks or challenges to the participants of the study as a result of the participation in this activity? (e.g. possible injuries; feeling threatened in one’s self-esteem; loss of study focus; not being able to work full time).

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**7.** Did the person responsible for the study and the individuals who will gather the data complete the TCPS2 training or have received research ethic training?

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

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