|  |  |  |
| --- | --- | --- |
| Reviewer Name: | |  |
| College REB: | |  |
| Date Reviewed: | |  |
|  | **Recommended for Approval –** ready for submission to participating colleges | |
|  | **Pending –** changes and resubmission required (refer to Comments below) | |
|  | **Not Recommended –** complete revision required | |
|  | **More than Minimal Risk –** referred for individual site review | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **QUESTION** |  |  |  | | | |
| **A.1** | **Title of Research Project:** | | | |  | |
|  |  |  |  | | | |
| **A.2** | **Name of Principal Investigator:** | | | | |  |
|  |  |  |  | | | |
| **A.7** | **Conflict of Interest and Commercialization** | | | | | |
|  | **Yes** | **No** |  | | | |
| **a)** |  |  | Conflict of interest issues are clearly described | | | |
| **b)** |  |  | Commercialization potential is clearly outlined and complete | | | |
|  | N/A |  |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **B.8** | **Rationale** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | The purpose/objectives of the study are clearly described | | | |
|  |  |  | Rationale for the study is clearly outlined | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **B.9** | **Methodology/Procedures** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Methodology is clearly described | | | |
|  |  |  | Data analysis plan is described | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **B.10** | **Recruitment Procedures** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Description of recruitment procedures is complete | | | |
|  |  |  | Recruitment materials are included | | | |
|  |  |  | Methods of recruitment are appropriate | | | |
|  |  |  | Recruitment procedures are not coercive, unduly influential | | | |
|  | **Comments:** | | | | | | |
|  |  |  |  | | | |
| **C.11** | **Possible Risks to Participants** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Study does NOT involve a vulnerable group | | | |
|  |  |  | If a vulnerable group is identified, are appropriate measures in place? | | | |
|  |  |  | Elements of risk are identified if applicable | | | |
|  |  |  | Physical risk (including any bodily contact or administration of any substance)? | | | |
|  |  |  | Psychological risks (feeling demeaned, embarrassed worried or upset)? | | | |
|  |  |  | Social risks (including possible loss of status, privacy and/or reputation)? | | | |
|  |  |  | Economic risks (including incurring expenses, loss of incentive)? | | | |
|  |  |  | Academic risks (including loss of bonus marks or course standing)? | | | |
|  |  |  | Potential access to personal data | | | |
|  |  |  | N/A | Researcher has identified a complete mitigation plan to safeguard participants from identified risks; additional safeguards required: | | |
|  |  |  | Included plan for management of adverse effects | | | |
|  | **Comments:** | | | | | | |
|  |  |  |  | | | |
| **C.11** | **Yes** | **No** |  | | | |
|  |  |  | I agree with the researcher’s categorization of risk. If not, please explain. | | | |
|  | **Comments**: | | | | | |
|  |  |  |  | | | |
| **C.12** | **Possible Risks to Researchers** | | | | | |
|  | **N/A** |  |  | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Description of risks to researchers is complete | | | |
|  |  |  | Description of how these risks will be mitigated or addressed is complete | | | |
|  | **Comments:** | | | | | | |
|  |  |  |  | | | |
| **C.13** | **Benefits to Participants** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Benefits to participants/society are clear | | | |
|  | **Comments:** | | | | | | |
|  |  |  |  | | | |
| **C.14** | **Informed Consent Process and Information Letter** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Information on the consent form has 1 to 1 correspondence to application | | | |
|  |  |  | Description of informed consent is complete (if no written consent, alternative process is adequate | | | |
|  |  |  | The participant’s role is completely and clearly outlined | | | |
|  |  |  | Researcher name and funder (if applicable) information provided. Declaration of any conflict of interest | | | |
|  |  |  | Risks and benefits outlined | | | |
|  |  |  | Compensation described, if appropriate | | | |
|  |  |  | Voluntary participation explained, including option to withdraw | | | |
|  |  |  | Process for handling consent (if not capable) is adequate | | | |
|  |  |  | Process for handling withdrawal is adequate | | | |
|  |  |  | Process for ensuring data confidentiality/data security is explained | | | |
|  |  |  | Contact information for an REB Chair is provided | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **C.14. l)** | **Deception (if applicable)** | | | | | |
|  | **N/A** |  |  | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | The justification provided for use of deception is acceptable | | | |
|  |  |  | Debriefing plans are clear and appropriate | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **C.15** | **Collection and Protection of Personal Information** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Description on application of how participants’ identity will be protected | | | |
|  |  |  | Participants cannot be identified through the information gathered | | | |
|  |  |  | Type of data identified is appropriate for research objective(s) | | | |
|  |  |  | Rationale for need for identifying data complete | | | |
|  |  |  | Plan to ensure confidentiality of data is adequate | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **C.16** | **Storage of Information** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Plan is appropriate | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **C.17** | **Transmission of Data** | | | | | |
|  | **N/A** |  | No transmission of data is identified in the application | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Plan to ensure security and encryption of data is adequate | | | |
|  |  |  | Plan to ensure transmission/movement of data is adequate | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **C.20** | **Compensation** | | | | | |
|  | **N/A** |  |  | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Relative to commitment and effort, level of remuneration is appropriate | | | |
|  |  |  | Amount of type of remuneration is not coercive | | | |
|  |  |  | Plan for payment of compensation if withdrawal is adequate | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **C.21** | **Participant Feedback** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Plan for feedback to participants is adequate | | | |
|  | **Comments:** | | | | | |
|  |  |  |  | | | |
| **C.22** | **Annual Review and Adverse Events** | | | | | |
|  | **Yes** | **No** |  | | | |
|  |  |  | Additional monitoring; review required | | | |
|  |  |  | Potential for adverse events exists. (Use "Comments" below) | | | |
|  |  |  | Need for continuing consent required (Use "Comments" below) | | | |
|  |  |  | Minor flaws in research design (Use "Comments" below) | | | |
|  |  |  | Major flaws in research design; ethical implications (Use "Comments" below) | | | |
|  | **Comments:** | | | | | |

This checklist has been adapted from the University of Waterloo with their permission and adapted for the multi-site form used in partnership with the Ontario Community College’s Heads of Applied Research – Subcommittee of Research Ethics.