

# GREB Secondary Use of Data Application Form 2020MAR30

## 1. CORE Completion/Supervisor Approval

1.1) \* Applicant CORE Completion: All non-faculty researchers at Queen's University (undergraduate and graduate students, postdoctoral fellows, and staff) must complete the Course on Research Ethics (CORE) and attach a copy of the completed certificate to this ethics application. Students in the Principal Investigator's role must additionally attach a letter/e-mail from their research supervisor stating that the supervisor has reviewed and approved their application that includes: a) the title of the Research Project; b) the date of the Letter/Email; and c) your Supervisor's signature (written or electronic). Note: Postdoctoral fellows do NOT have to attach a letter/e-mail from their research supervisor.

[Click here to complete CORE](#). If desired, register for this course to appear on your transcript under SGS-804 – Course on Research Ethics. All faculty members and external applicants are encouraged to complete CORE, but it is not a requirement. All research supervisors should be a faculty member at Queen's who is a member of the School of Graduate Studies. For a list of eligible faculty supervisors, refer to the [School of Graduate Studies website](#). Contact the Ethics Coordinator for GREB if your faculty supervisor is not listed on the School of Graduate Studies website or if your research supervisor is external to Queen's University.

- YES
- N/A

1.2) Co-Applicant 1 - CORE Completion

- YES
- N/A

1.3) Co-Applicant 2 - CORE Completion

- YES
- N/A

1.4) Co-Applicant 3 - CORE Completion

- YES
- N/A

1.5) Co-Applicant 4 - CORE Completion

- YES
- N/A

1.6) Co-Applicant 5 - CORE Completion

- YES
- N/A

1.7) Co-Applicant 6 - CORE Completion

- YES
- N/A

## 2. Background Information

2.1) \* Are primary data being collected?

Primary data refers to data collected at the source, not in aggregate or modified forms. Secondary data refers to the use of information originally collected for a purpose other than the current research purpose. For additional information on secondary data refer to the TCPS2 (2018) [Chapter 5](#).

- YES, complete standard GREB application form
- NO

2.2) \* Were the secondary data collected anonymously?

- YES
- NO

2.3) \* Are the data publicly available, without restrictions?

Publicly available, without restrictions refers to public data that is not subject to valid privacy, security or privilege limitations.

- YES
- NO

2.4) \* Were the secondary data collected with an associated research ethics clearance process?

- YES, attach proof of ethics clearance
- NO, complete standard GREB application form
- N/A, publicly available data without restrictions

2.5) \* Was consent obtained from participants for collection of their data?

Consent may involve implicit consent. Implicit consent is consent that is not expressly granted by a person, but rather granted by a person's actions (e.g., starting to complete a survey, playing the game). Assent is the expression of approval or agreement. For additional guidance on alterations to consent refer to TCPS2 (2018) [Chapter 3](#).

- YES
- NO, complete standard GREB application form
- N/A, publicly available data without restrictions

2.6) \* Is your use of the secondary data congruent with the intended ethically cleared uses?

- YES
- NO, complete standard GREB application form
- N/A, publicly available data without restrictions

2.7) \* Is your use of the secondary data congruent with participants' expressed preferences (if any) about the future use of their data?

- Yes, attach a copy of the Consent Form
- No, complete standard GREB application form
- N/A, no preferences expressed

2.8) \* Describe in plain language the purpose and the rationale for your proposed use of the secondary data.



2.9) \* Describe the source of the data including by whom, when, and where they were collected.

2.10) \* Are other approvals required (e.g., school board approval, community/institutional approval, multi-jurisdictional approval)? Research involving Indigenous peoples in Canada may require community approval.

It is the applicant's responsibility to ensure that all necessary external approvals are obtained. Queen's research ethics clearance may not be adequate if additional approvals are required. Research involving Indigenous peoples in Canada may require community approval. Some jurisdictions require additional authorizations, approvals, and/or licenses for conducting research. For additional information, see: 1. [Nunavut Research Institute approval](#). 2. [First Nations Information Governance Centre \(FNIGC\)](#). 3. [Yukon Scientists and Explorers License](#). 4. [Aurora Research Institute \(North West Territories\)](#). 5. For more information regarding research involving Indigenous peoples, refer to [TCPS2 \(2018\), Chapter 9](#).

- YES
- NO

2.11) If YES above, identify and describe the necessary approvals.

2.12) \* Does the data set contain personally identifiable information and/or the potential to create identifiable information when link data? OR will the recording or dissemination of study results generate personally identifiable information?

- YES, complete section 3 of this application form
- No personally identifiable information. Do not complete section 3. Submit this application form.

### 3. Secondary use of Personally Identifiable Information

3.1) Describe all personally identifiable information that will be available in and/or generated through the data set.

3.2) Informed or implicit consent was obtained from all participants for use of their personally identifiable information. Attach a copy of the ethics clearance letter and copies of the Letters of Information (LOIs) and Consent Forms (CFs).

Consent may involve implicit consent. Implicit consent is consent that is not expressly granted by a person, but rather granted by a person's actions (e.g., starting to complete a survey, playing the game). Assent is the expression of approval or agreement. For additional guidance on alterations to consent refer to TCPS2 (2018) [Chapter 3](#). For more information on Consent and Secondary Use of Identifiable Information for Research Purposes, refer to TCPS2 (2018) [Chapter 5](#), Section D.

- Yes, attached; do not answer items 3.3-3.7; submit application form
- No, I can provide justification for not obtaining consent from all participants for use of their personally identifiable information; answer items 3.3-3.7
- No, I cannot provide justification; complete standard GREB application form

3.3) Justify why the personally identifiable information is essential to the research.

3.4) Justify why the use of personally identifiable information without the participants' consent is unlikely to adversely affect the welfare of individuals to whom the information relates.

3.5) Describe the measures in place to protect the privacy of participants and to safeguard the personally identifiable information.

3.6) Indicate how you will comply with any known preferences previously expressed by participants about any use of their personally identifiable information.



3.7) Describe why it is impossible or impracticable to seek consent from participants to whom the personally identifiable information relates or indicate.

