

GREB Self-Study Application Form – DO NOT SUBMIT v2021JAN05

1. Core Completion

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. Note: Postdoctoral fellows do NOT have to attach a letter/e-mail from their research supervisor.

[Click here to complete CORE](#). Effective December 2, 2019 all faculty, librarians, archivists and research team members applying for ethics clearance will be required to complete the Course on Research Ethics (CORE tutorial) and provide evidence of ethics training by uploading a CORE completion certificate into the TRAQ ethics application system. 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. Project Details

2.1) * Level of Research (Check only the level that applies to the PI)

- Undergraduate
- Master's
- Doctoral
- Postdoctoral
- Staff
- Faculty
- Administration
- Multi-jurisdictional

2.2) * If you are a student, add your supervisor's name in the box below. Also, make sure to add your supervisor to PROJECT INFO TAB under Other Project Member info. Students in the Principal Investigator's role must additionally attach a letter/e-mail from their Supervisor stating that they have 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). If you are not a student, indicate N/A in the field below. Note: Postdoctoral fellows do NOT have to attach a letter/e-mail from their research supervisor.

All research supervisors must be a faculty member at Queen's who is a member of the School of Graduate Studies. Contact the School of Graduate Studies or the Office of Research Ethics if your faculty supervisor is not listed on the [School of Graduate Studies website](#).

2.3) * Abstract in plain language (200 words maximum).

The abstract should include the purpose, brief rationale, and a short summary of the method in plain language.

2.4) * Describe the methods of your self-study in detail including sources of information (e.g., personal reflections, materials you collected about third parties, materials collected from third parties).

Give specific details of your self-study as it relates to human ethics. Ensure that all elements noted in this section are congruent with the other sections of this application and supplemental documentation (e.g., risk information is the same throughout all components of the application).

2.5) * Conflict of Interest (COI).

Describe any real, potential, or perceived conflict of interest (COI), which is any personal or financial interest in the conduct or outcome of this study on the part of any applicants. If there is a COI, explain how it can be reduced, managed, or eliminated. For additional guidance see GREB SOPs [1050A-C Conflicts of Interest \(COI\)](#) or [TCPS2 \(2018\) Chapter 7](#).

- YES
 NO

2.6) If YES above, explain.

2.7) * Funding

If you have Tri-Agency funded research, it is subject to the Tri-Agency Open Access Policy on Publications. For additional information, refer to the [Tri-Agency Open Access Policy](#).

- Unfunded Project
- Funding Pending
- Funding Received

2.8) * Sponsor agency

See item 2.7.

2.9) * How many researchers (co-researchers) are studying their own practice in this self-study? Note: All these researchers should be listed as members of the project team.

2.10) * Are other individuals (collaborators, transcribers) involved in the study to help guide the self-study?

- YES
- NO

2.11) If Yes, explain these individuals' roles. Note: These individuals should either be listed as members of the project team or sign Confidentiality Agreements.

2.12) * Are Indigenous peoples a specific focus of the research?

For more information regarding research involving Indigenous peoples, refer to the [TCPS2 \(2018\) Chapter 9](#).

- YES
- NO

2.13) If Yes, explain how you are involving Indigenous communities or experts in your research.

See item 2.12.

3. Risk Assessment

3.1) * Third parties are persons who are not directly involved in the self-study but who may be part of the study through being considered in researcher reflections. List the risks to third parties should their identities be revealed.

- Questions about sensitive or personal issues
- Psychological or emotional risk
- Physical risk
- Economic risk
- Social risk
- Dangerous location, such as war-torn country
- Language and/or cultural sensitivities
- Other risks
- No known risks

3.2) * Describe the risks selected from above. Indicate N/A if not applicable.

3.3) * Describe your plan to mitigate these risks.

Historically, researchers have not sufficiently considered the ethical rights of certain populations. These populations may include individuals who identify as First Nations, Inuit, or Metis; children; prisoners; elderly; those participants who have experienced a mental illness; and those with diminished capacity for self-determination. Research would be classified as 'Minimal risk' if the probability and magnitude of possible harms, related to participating in the research, is no greater than those encountered in aspects of everyday life. Anything greater than minimum risk needs to be

communicated to participants. For additional guidance see: [TCPS2 \(2018\), Chapter 2: Section B, Concepts of Risks and Potential Benefits.](#)

4. Benefits

4.1) * Describe any potential benefits of your research to yourself (or yourselves), the research community, and society, as applicable.

Human participant research may result in benefits that positively affect the welfare of society as a whole through the advancement of knowledge for future generations, for participants themselves or for other individuals; however, most research offers no direct benefit to participants. If there are no direct benefits for participants this should be explicitly stated (i.e. There are no direct benefits for participating in this research). For additional guidance, see [TCPS2 \(2018\) Chapter 2](#)

5. Privacy and Confidentiality

5.1) * How will the confidentiality of third parties be protected in discussions with co-researchers and collaborators? Indicate N/A if not applicable.

5.2) * Could publication of the research allow third parties to be identified?

- YES
 NO

5.3) If YES above, explain.

5.4) * Will anyone other than the Principal Investigator or members of the research team have access to the data during collection or processing (e.g., translator, transcriber, research assistant)?

- YES
 NO

5.5) If YES, list all types of individuals who will have access to personally identifiable information who are NOT listed on the research team and attach a copy of the Confidentiality Agreement.

Refer to [GREB's website](#) under Resources for examples of Confidentiality Agreements.

6. Informed Consent

6.1) * If it is not possible to conceal the identities of third parties in dissemination of results, how will you obtain their consent?

Implied consent is consent that is not expressed by a person, but rather implicitly granted through a person's actions. (e.g., responding to an online questionnaire). Assent is the expression of approval or agreement (e.g., child nodding head yes they would like to participate in the game). For additional guidance on alterations to consent refer to [TCPS2 \(2018\) Chapter 3](#).

- Combined written Letter of Information and written Consent Form (active consent)
- Written Letter of Information with separate written Consent Form (active consent)
- Written Letter of Information with survey completion representing consent
- Other: Verbal consent
- Other: Implied consent

6.2) If OTHER above, explain.

6.3) If third parties are unable to provide informed consent, what procedures will be followed to obtain formal consent from the third parties' legal guardian/legal representative?

For additional guidance on alterations to consent, refer to [TCPS2 \(2018\) Chapter 3. Article 3.7A](#).



6.4) If third parties are unable to give consent, what procedures will be followed to obtain third parties' assent (e.g., written assent by third party, oral assent)? If obtaining assent is impossible, explain.

Assent is the expression of approval or agreement. For additional guidance on alterations to consent, refer to [TCPS2 \(2018\) Chapter 3 Article 3.7A.](#)



7. Supporting Materials Checklist

7.1) * Copy of CORE Certificate.

- Attached
- N/A

7.2) * Letter of Information.

Please refer to the [GREB website](#) for the latest version of the GREB LOI/CF Checklist.

- Attached
- N/A

7.3) Consent Form.

Please refer to the [GREB website](#) for the latest version of the GREB LOI/CF Checklist.

- Attached
- N/A

7.4) Confidentiality Agreement (for translator, research assistants, etc..)

- Attached
- N/A

7.5) * If you are a student in the Principal Investigator's role, did you add your research supervisor's name on the PROJECT TEAM INFO tab? You MUST attach a letter/e-mail from your research supervisor stating that they have reviewed and approved your 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).. Have you attached the required document? Note: Postdoctoral fellows should select N/A.

- Attached
- N/A