Ethics Applications for Honours Thesis

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Checklist for submitting your

Ethics Application
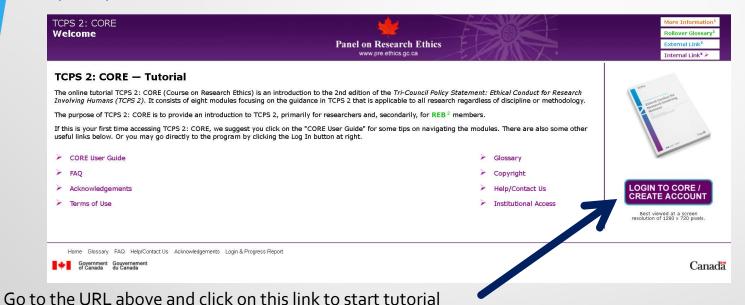
(see Honours Thesis Handbook)

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- ✓ Step 1 TCPS2 (CORE) Ethics Tutorial

- ✓ Step 2 Create an ethics application

- ✓ Step 3 Research Proposal

- ✓ Step 4 Oral Presentation

- ✓ Step 5 Receive Full Ethics Clearance

- ✓ Step 6 Amendments

Step 1

TCPS2 (CORE) Ethics Tutorial

https://tcps2core.ca/welcome

Go to the URL above and click on this link to start tutorial

This tutorial must be completed BEFORE an ethics application is submitted.

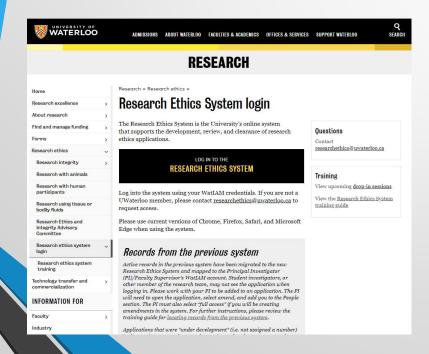# Step 2 – Create an ethics application

*You must received Full Clearance **before** data collection can start*

To create/complete an ethics application your Faculty Supervisor will need to start the application.

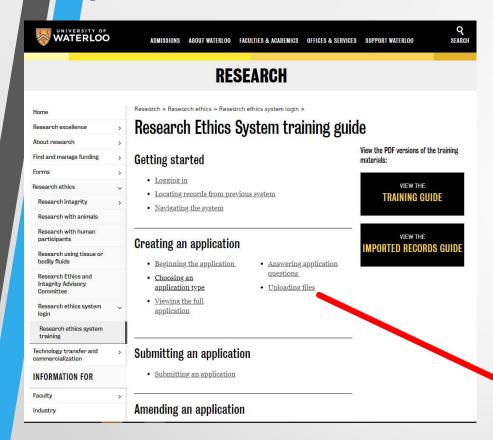Log in at the Office of Research Ethics' website at:

https://uwaterloo.ca/research/office-research-ethics/research-ethics-system-login

A training guide is also available from this web page.

To be added to the system you must first log in using your WatIAm credentials.

Honours Thesis students are not to be added as external investigators

You can then complete the application / amendment.

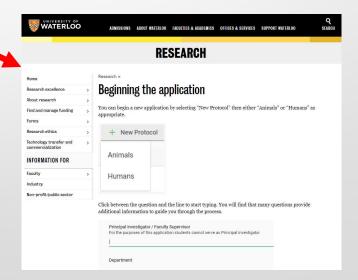*Only your Faculty supervisor can submit the application / amendment.*

Step 2 – The Research Ethics System training guide

The training guide for the New Research Ethics System (available at https://uwaterloo.ca/research/office-research-ethics/research-ethics-system-login/research-ethics-system-training-guide) provides information on getting started in the system, creating an application, and amending an application.

The Faculty Supervisor is to be listed as the Principal Investigator and needs to submit the application/amendment for review.

NO PAPER

Step 2 – Submitting the ethics application

❖ The Faculty Supervisor submits the application. Please contact them when this process is ready to be completed.

   If there are any errors, the Faculty Supervisor will be notified at the top of the application.

❖ Once the application has been submitted by the Faculty Supervisor (listed as a Principal Investigator), the DERC Officer will assign it for review.

❖ Once submitted, you can check the status of the application at the top of the application.

Step 3

Research Proposal
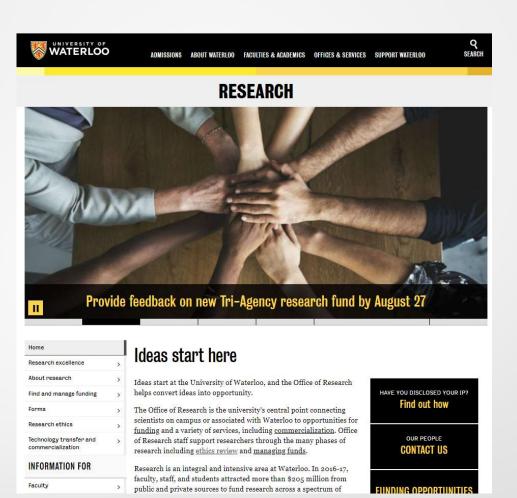- Reviewed/approved by Supervisor

Step 4

Oral Presentation
- *To receive departmental approval of project*
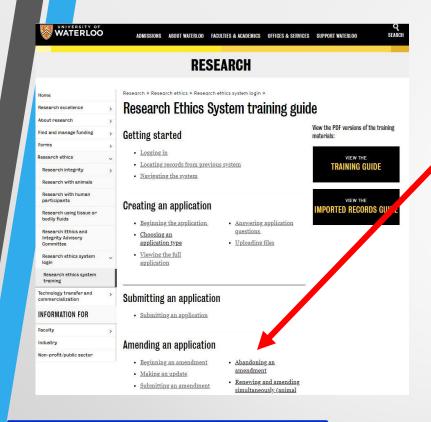
Step 5

Receipt of ORE Full Clearance
- Data collection may begin

WARNING!! Allow 3 – 4 weeks to obtain Full Ethics Clearance

Step 6 – Submitting an Amendment

Amendment – used if revisions are necessary after Full Clearance obtained.
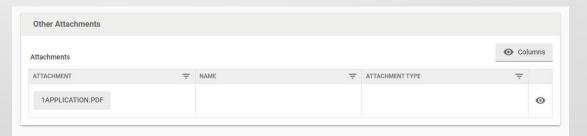
An Amendment involves updating the application on the system.

Instructions can be found in the training guide at https://uwaterloo.ca/research/beginning-amendment .

All revised materials must be uploaded to the system in the appropriate section(s).
- Add a line and then drag and drop the documents.
- It is recommended that the documents be in PDF format.

Exemptions

We no longer offer exemptions to an existing protocol.

- A **new application** **IS REQUIRED** even if the project involves supplemental or re-analysis of **existing** data.

- You must be identified as a 'Student Investigator' and your Faculty Supervisor is to be identified as the 'Principal Investigator'.

- For the level of research select 'Undergraduate (honours) thesis' in the 'General details' section of the application.

Please contact the **DERC Officer** is you have any questions.

REG/Sona

If you will be using the Sona Participant pool you will need to:

- Step 1: Complete TCPS2 (CORE) Ethics Tutorial

  http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

- Step 2: Complete the Sona Full Researcher Training Session

    - email the REG Coordinator for access to the online tutorial

- Submit your email requesting session date to regadmin@uwaterloo.ca

    - Include your supervisor's name and identify that you are an Honours Thesis student

- Step 3: Create your Study on Sona

    - Guidelines posted at

    https://uwaterloo.ca/research-experiences-group/researchers/sona-study-creation-approval-visibility

NOTE:

Do you need REG/Sona Prescreen question(s) and/or Mass Testing scale(s)?

- Discuss this with your supervisor (i.e. - need to recruit specific groups)
- Advise/discuss with REG Coordinator early on
    - Don't wait until the term when you are planning to collect data as these surveys are created in advance of each term

Contact Info

REG/Sona (credit/pay studies)
- REG Coordinator/Sona Administrator
  - David McLean regadmin@uwaterloo.ca

- REG Researchers' Homepage
  - https://uwaterloo.ca/research-experiences-group/researchers

- Full Researcher Training Sessions (mandatory even if completed RA training)
  - Email the REG Coordinator for access to the online tutorial (at regadmin@uwaterloo.ca)

Psych Delegated Ethics Review Committee (DERC)
- DERC Officer: David McLean david.mclean@uwaterloo.ca

Office of Research Ethics (ORE)
- ORE Research Ethics: Joanna Eidse jeidse@uwaterloo.ca
  Jo Cenaiko jo.cenaiko@uwaterloo.ca

PSYCpool (pay studies)
- PSYCpool Coordinator: David McLean, psycpool@uwaterloo.ca