

Ethics Applications for Honours Thesis



Checklist for submitting your Ethics Application

(see Honours Thesis Handbook)



- ✓ 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>

TCPS 2: CORE
Welcome

Panel on Research Ethics
www.pre.ethics.gc.ca

More Information¹
Rollover Glossary²
External Link³
Internal Link⁴

TCPS 2: CORE — Tutorial

The online tutorial TCPS 2: CORE (Course on Research Ethics) is an introduction to the 2nd edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)*. It consists of eight modules focusing on the guidance in TCPS 2 that is applicable to all research regardless of discipline or methodology.

The purpose of TCPS 2: CORE is to provide an introduction to TCPS 2, primarily for researchers and, secondarily, for **REB**⁵ members.

If this is your first time accessing TCPS 2: CORE, we suggest you click on the "CORE User Guide" for some tips on navigating the modules. There are also some other useful links below. Or you may go directly to the program by clicking the Log In button at right.

- CORE User Guide
- FAQ
- Acknowledgements
- Terms of Use

- Glossary
- Copyright
- Help/Contact Us
- Institutional Access

**LOGIN TO CORE /
CREATE ACCOUNT**

Best viewed at a screen resolution of 1280 x 720 pixels.

Home Glossary FAQ Help/Contact Us Acknowledgements Login & Progress Report

Government of Canada / Gouvernement du Canada

Canada

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.

The screenshot shows the University of Waterloo Research Ethics System login page. The header includes the University of Waterloo logo and navigation links: ADMISSIONS, ABOUT WATERLOO, FACULTIES & ACADEMICS, OFFICES & SERVICES, SUPPORT WATERLOO, and a search icon. The main heading is "RESEARCH". Below it, a sidebar on the left lists various research-related links. The main content area is titled "Research Ethics System login" and includes a description of the system, a "LOG IN TO THE RESEARCH ETHICS SYSTEM" button, and a "Records from the previous system" section. A "Questions" section with contact information and a "Training" section with links to drop-in sessions and a training guide are also visible.

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.

The screenshot shows the University of Waterloo Login to Kuali SaaS page. It features the University of Waterloo logo and a "Login to Kuali SaaS" heading. Below this, there are input fields for "WatIAM ID" and "Password", a "Forgot your password?" link, and a "Don't Remember Login" checkbox. A yellow "Login" button is prominently displayed. At the bottom, a note states: "The University of Waterloo SAML Identity provider (IdP) provides federated authentication to services available to the University of Waterloo. Ensure that you logout and exit your browser when finished."

Step 2 – The Research Ethics System training guide

The screenshot shows the 'RESEARCH' section of the University of Waterloo website. The main heading is 'RESEARCH Ethics System training guide'. Below this, there are four main sections: 'Getting started', 'Creating an application', 'Submitting an application', and 'Amending an application'. Each section has a list of links. A red arrow points from the 'Uploading files' link in the 'Creating an application' section to the 'Beginning the application' page shown in the next screenshot.

University of Waterloo

ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO

RESEARCH

Research » Research ethics » Research ethics system login »

Research Ethics System training guide

View the PDF versions of the training materials:

VIEW THE TRAINING GUIDE

VIEW THE IMPORTED RECORDS GUIDE

Getting started

- Logging in
- Locating records from previous system
- Navigating the system

Creating an application

- Beginning the application
- Choosing an application type
- Viewing the full application
- Answering application questions
- Uploading files

Submitting an application

- Submitting an application

Amending an application

Home

Research excellence >

About research >

Find and manage funding >

Forms >

Research ethics >

Research integrity >

Research with animals >

Research with human participants >

Research using tissue or bodily fluids >

Research Ethics and Integrity Advisory Committee >

Research ethics system login >

Research ethics system training

Technology transfer and commercialization >

INFORMATION FOR

Faculty >

Industry >

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

The screenshot shows the 'Beginning the application' page. It has a sidebar with navigation links and a main content area. The main heading is 'Beginning the application'. Below this, there is a 'New Protocol' button and a dropdown menu for 'Animals' and 'Humans'. There is also a section for 'Principal Investigator / Faculty Supervisor' with a text input field and a 'Department' dropdown menu.

University of Waterloo

ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO

RESEARCH

Research »

Beginning the application

You can begin a new application by selecting "New Protocol" then either "Animals" or "Humans" as appropriate.

+ New Protocol

Animals

Humans

Click between the question and the line to start typing. You will find that many questions provide additional information to guide you through the process.

Principal Investigator / Faculty Supervisor
For the purposes of this application students cannot serve as Principal Investigator

Department

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.

Submission Type	Review Type	Status	Time in Current Status
New		Submitted for Review	Since July 22 – a few seconds

Step 3

Research Proposal

- Reviewed/approved by Supervisor

Step 4

Oral Presentation

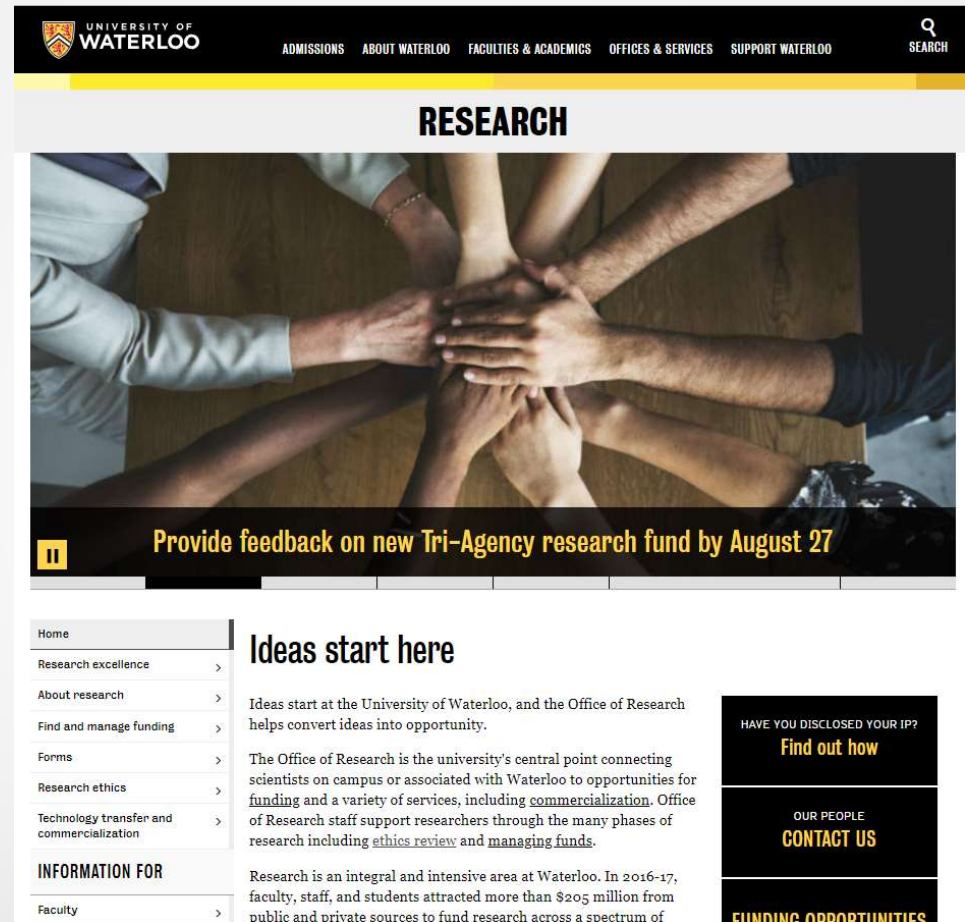
- *To receive departmental approval of project*

Step 5

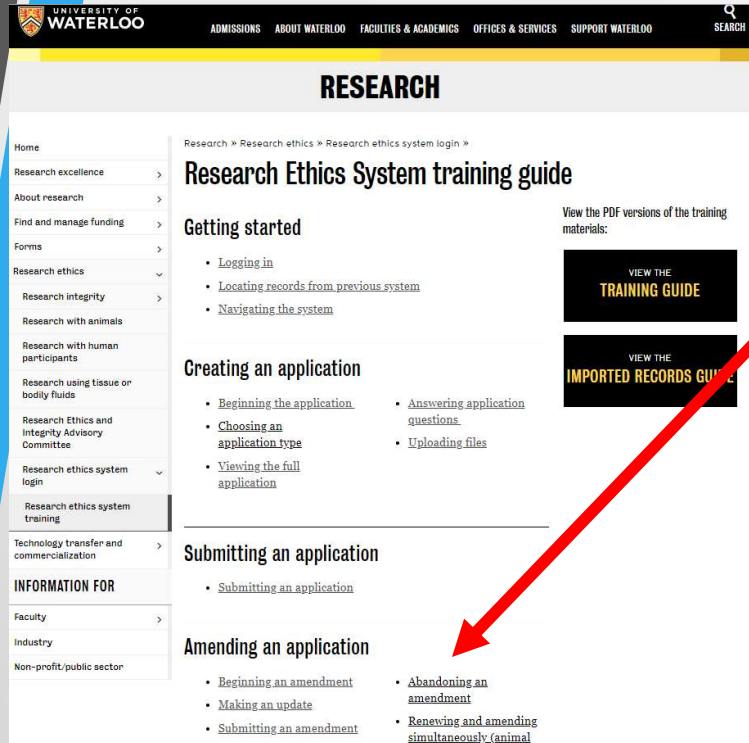
Receipt of ORE Full Clearance

- 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.

Other Attachments

Attachments Columns

ATTACHMENT	NAME	ATTACHMENT TYPE
1 APPLICATION.PDF		

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** if 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