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	Form 101 Ethics Application
✓	Step 3	Research Proposal
✓	Step 4	Oral Presentation
✓	Step 5	Receive Full Ethics Clearance
✓	Step 6	Form 104 Modifications

Step 1

TCPS2 (CORE) Ethics Tutorial

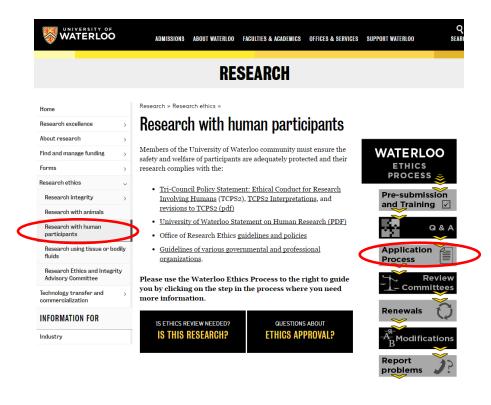http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

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

This tutorial must be completed BEFORE ethics application is submitted.

Step 2 – The Ethics Application (Form 101)

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

To create/complete an ethics application go to the
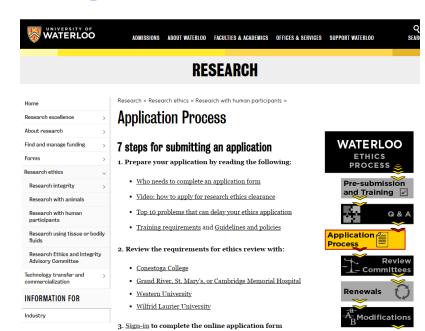Office of Research Ethics' website at:

https://uwaterloo.ca/research/office-research-ethics/research-human-participants

Click on "Research with human participants", and then the "Application Process" icon.

If off campus you must log in through VPN to access the Form 101 and 104 applications on the ORE site.
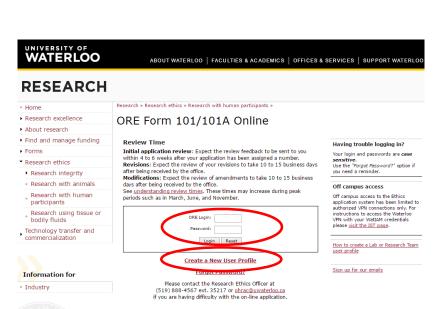
Step 2 – Application guide and checklist

Included in these 7 steps are samples of documents and other supporting materials, as well as information regarding other necessary appendices is also available on this page (items 4 and 5).
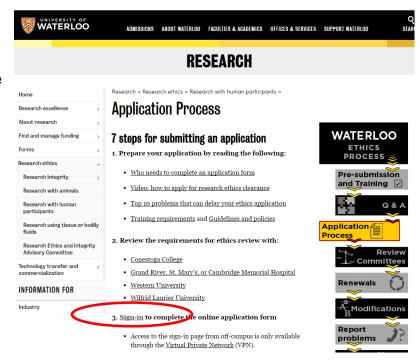
If you scroll down the page to item #6 there are instructions on how to complete a Form 101 as well as a checklist.

Step 2 – Creating the Application (Form 101)

❖ You will need to create an account to complete/create an application. Click the "Sign-in" link in step #3.

❖ From this page you can create a new User Profile (first login)

OR

❖ Sign in to your existing application (subsequent logins)

Step 2 – Submitting your application (Form 101) for review

Once the application has been completed online:

❖ Print and sign the application (student + supervisor) – **1 (ONE) copy double-sided**

❖ Submit the application online (through the ORE database)

❖ Attach any supporting materials
- Recruitment Materials
- REG (Sona Description); PsycPool (email/phone scripts); Flyer, etc
- Information/Consent Letter (ICL); + post-debriefing consent if using deception
- Feedback Letter (+ Oral Debriefing if using deception)
- Survey/Questionnaire/Interview items and/or Stimulus Appendices
- Research Proposal (if available but not required)

❖ Submit to DERC mailbox (3rd floor PAS mailroom) or to REG Coordinator (PAS 3006)
– not ORE office

❖ Exemptions from ethics review – *see page 9*
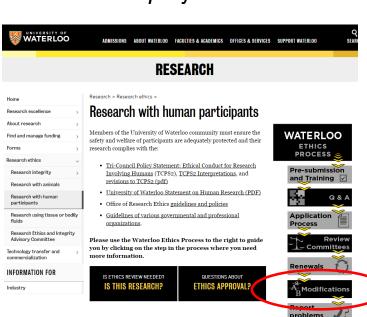
Step 3

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

Step 6

Form 104 – used if revisions are necessary after Full Clearance obtained
- Submit all revised materials

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

Exemptions

Not sure if you need to submit an ethics application?

In some cases there can be an exemption to submitting a Form 101 for an Honours thesis project. This is done on a case by case situation.

For example, a **Form 101** Ethics application may **NOT BE REQUIRED** if the project involves:

- ✓ only supplemental or re-analysis of **existing** data
AND
- ✓ there will be **no new** data collected
AND
- ✓ the existing data was collected under an active, approved ORE Number
AND
- ✓ you were identified as a 'Student Investigator' under that ORE Number

A **Form 104** Ethics modification is **REQUIRED** if:
- ✓ you were **NOT** identified as a 'Student Investigator' under that ORE Number
- ✓ the original ORE number **DID NOT** mention the honours thesis

In either of these cases you must:
- ✓ notify the **DERC officer** prior to starting the project who will process the exemption
- ✓ await approval of the ethics exemption from the 499 Faculty Advisor
- ✓ complete the TCPS2 CORE Tutorial *(if necessary)*

Please contact the **DERC Officer** to determine your eligibility

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: Attend the Sona 1-hour Researcher Training Session
  - Dates/Times posted at

  https://uwaterloo.ca/research-experiences-group/researchers/reg-dates

- Step 3: Create your Study on Sona
  - Guidelines posted at

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

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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
  - Michelle Manios regadmin@uwaterloo.ca

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

- ➢ Researcher Training Sessions (mandatory)
  - https://uwaterloo.ca/research-experiences-group/researchers/reg-dates

Psych Delegated Ethics Review Committee (DERC)
- ➢ DERC Officer: Michelle Manios mamanios@uwaterloo.ca

Office of Research Ethics (ORE)
- ➢ ORE Research Ethics: Nick Caric ncaric@uwaterloo.ca or
  Karen Pieters karen.pieters@uwaterloo.ca

PSYCpool (pay studies)
- ➢ PSYCpool Coordinator: Michelle Manios, psycpool@uwaterloo.ca