




Ethics Applications for Honours Thesis

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UNIVERSITY OF
WATERLOO

Department
of Psychology



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 **REB²** 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". The page content is titled "Research » Research ethics » Research Ethics System login". It explains that the system supports the development, review, and clearance of research ethics applications. A prominent button says "LOG IN TO THE RESEARCH ETHICS SYSTEM". Below this, it instructs users to log in with their WatIAM credentials and provides contact information for UWaterloo members. A section titled "Records from the previous system" notes that active records from the previous system have been migrated to the new system and mapped to the Principal Investigator (PI) or Faculty Supervisor's WatIAM account. It also provides instructions for logging in and selecting "full access" when creating amendments. A sidebar on the left contains a navigation menu with items like 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 (highlighted), Research ethics system training, Technology transfer and commercialization, INFORMATION FOR Faculty, and Industry. On the right, there are sections for "Questions" (Contact researchethics@uwaterloo.ca) and "Training" (View upcoming drop-in sessions, View the Research Ethics System training guide).

Step 2 – Create an ethics application

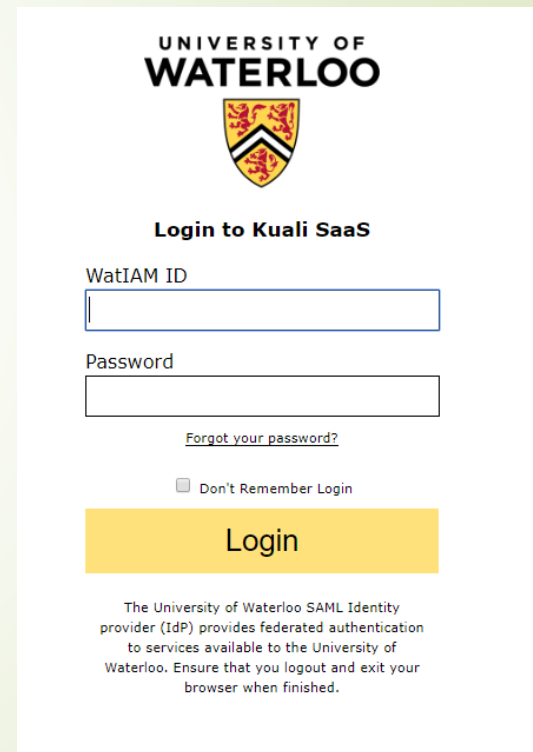
You must received Full Clearance **before** data collection can start

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 login interface for the University of Waterloo's Quali SaaS system. At the top, the University of Waterloo logo is displayed, consisting of the text 'UNIVERSITY OF WATERLOO' and a crest. Below the logo, the text 'Login to Quali SaaS' is centered. The login form includes two input fields: 'WatIAM ID' and 'Password'. Below the password field is a link for 'Forgot your password?'. A checkbox labeled 'Don't Remember Login' is positioned below the password field. A prominent yellow 'Login' button is located at the bottom of the form. At the very bottom of the page, there is a small block of text explaining the SAML Identity provider (IdP) and providing instructions to log out and exit the browser when finished.

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Login to Quali SaaS

WatIAM ID

Password

[Forgot your password?](#)

Don't Remember Login

Login

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' homepage. The navigation menu on the left includes: Home, Research excellence, About research, Find and manage funding, Forms, Research ethics (with sub-items: 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, and Research ethics system training), Technology transfer and commercialization, INFORMATION FOR (Faculty, Industry), and Non-profit/public sector. The main content area is titled 'Research Ethics System training guide' and includes sections for 'Getting started', 'Creating an application', 'Submitting an application', and 'Amending an application'. A red arrow points from the 'Viewing the full application' link in the 'Creating an application' section to the 'Beginning the application' page shown in the next screenshot.

The training guide for the 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 features a 'New Protocol' button and two selection boxes for 'Animals' and 'Humans'. Below these, there is a form for 'Principal Investigator / Faculty Supervisor' with a text input field and a 'Department' dropdown menu. A red arrow from the previous screenshot points to this page.

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.

<u>Submission Type</u>	<u>Review Type</u>	<u>Status</u>	<u>Time in Current Status</u>
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

UNIVERSITY OF WATERLOO

ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO

SEARCH

RESEARCH

Provide feedback on new Tri-Agency research fund by August 27

Home

- Research excellence >
- About research >
- Find and manage funding >
- Forms >
- Research ethics >
- Technology transfer and commercialization >

INFORMATION FOR

- Faculty >

Ideas start here

Ideas start at the University of Waterloo, and the Office of Research helps convert ideas into opportunity.

The Office of Research is the university's central point connecting scientists on campus or associated with Waterloo to opportunities for [funding](#) and a variety of services, including [commercialization](#). Office of Research staff support researchers through the many phases of research including [ethics review](#) and [managing funds](#).

Research is an integral and intensive area at Waterloo. In 2016-17, faculty, staff, and students attracted more than \$205 million from public and private sources to fund research across a spectrum of

HAVE YOU DISCLOSED YOUR IP?
Find out how

OUR PEOPLE
CONTACT US

FUNDING OPPORTUNITIES

Step 6 – Submitting an Amendment

UNIVERSITY OF WATERLOO

ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO SEARCH

RESEARCH

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 >

Non-profit/public sector >

Research » Research ethics » Research ethics system login »

Research Ethics System training guide

Getting started

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

View the PDF versions of the training materials:

VIEW THE TRAINING GUIDE

VIEW THE IMPORTED RECORDS GUIDE

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

- Beginning an amendment
- Making an update
- Submitting an amendment
- Abandoning an amendment
- Renewing and amending simultaneously (animal)

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.
- Several requests for a thesis that is part of an ongoing project to be considered as an amendment have come up, however this is not an option. Your ethics should encapsulate your specific project part or hypothesis.
- 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.

regadmin@uwaterloo.ca
david.mclean@uwaterloo.ca

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
 - Vanessa Buote vanessa.buote@uwaterloo.ca

PSYCpool (pay studies)

- PSYCpool Coordinator: David McLean, david.mclean@uwaterloo.ca