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| Office Use Only | Protocol # |
|  | Version # |

## Instructions

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| Please complete this form *before* starting your research if: a) if you are a student undertaking research involving human participants as part of your Aurora College course work; or b) you are instructing and your students will be doing a research project involving human subjects as part of their course work (note: this refers to situations where all students will be working on the same project. For students working on multiple different projects, individual applications are required.) | |
| 1. | Complete all sections. | |
| 2. | Attach a copy of all relevant permits, questionnaires, interview schedules, tests, informed consent forms, project budget, and/or other items required for a complete review of your application. | |
| 3. | Submit this form to the Chair of the Research Ethics Committee via email – chairREC@auroracollege.nt.ca | |
| For guidance on completing each section, please see the **Aurora College REC Guidance for Applicants** documents (found here: <http://nwtresearch.com/licensing-research/aurora-college-research-ethics-committee>).  The Aurora College Research Ethics Committee reviews research according to the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS)(<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>) and Aurora College Policy I.04 Ethical Conduct for Research Involving Human Subjects (<http://www.auroracollege.nt.ca/_live/pages/wpPages/PoliciesResources.aspx>). The committee strongly recommends that all applicants have a working familiarity with both documents. | | |

## Principal Investigator Information

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Program |  | | |
| Course Name |  | | |
| E-Mail Address |  | | |
| Phone Number(s) |  | | |

## Project Details

|  |  |
| --- | --- |
| Anticipated start date: |  |
| Anticipated completion date: |  |
| Locations where research will be conducted: |  |
| Title of Project: |  |

Provide a brief **summary** of the research. Describe the group of people who will be your participants (classmates, Elders, etc), describe your methodology, and state the purpose of your research. Please attach a list of any questions you plan to ask of participants.

**Reminder:** Please include a copy of questionnaire(s), interview guide(s), data collection tool(s) and/or test instrument(s).

## Informed Consent

Whenconducting research involving human subjects, the researcher must seek free, informed, and ongoing consent from the participants. This usually involves giving participants an information sheet, having participants sign a consent form, and telling participants how they can withdraw from the study.

The information sheet should be separate from the consent form, so participants can keep a copy. The information sheet should explain:  
- who you are and how you can be contacted

* What you are doing and why
* Why you want them to participate
* How you will use the information they share with you
* How you will record them (if applicable)
* How and when they can stop taking part in your study

On your consent form you **must** ask if participants:

* Will allow you to record them (if applicable)
* Will allow you to identify them by name or any other identifiable information in the reporting (if applicable)
* Understand the purpose of the study and its potential risks and benefits to them
* Agree to take part in the study

On your consent form you must provide a spot for participants to sign, indicating that they agree to take part in your study. Be sure to attach a copy of your participant information sheet and consent form to your application.

In the space below, describe how you will get informed consent from participants.

## Data Security

Describe your security procedures for the data, data keys, surveys, interview transcripts, and other confidential information. Your description should explain how the data will be stored during your course, who will have access to the confidential information, and how the data will be disposed of when you complete your course.

## Signatures

**Declaration**

I understand that I am doing research for an Aurora College course and must comply with Aurora college research policies, including following my approved research protocol and obtaining informed consent from participants before starting my study. If my participants have questions I cannot answer or become very upset during the survey/interview, I will report it to my instructor immediately.

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| Principal Investigator’s Name |  | Date |  |
| Principal Investigator’s Signature |  | | |

*If applicant is a student:*

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| --- | --- | --- | --- |
| Instructor’s Name |  | Date |  |
| Instructor’s Title |  | | |
| Instructor’s Signature |  | | |

**Approvals**

I have reviewed this proposal and believe it involves minimal risk and meets Aurora College’s ethical standards.

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| --- | --- | --- | --- |
| Senior Instructor’s Name |  | Date |  |
| Senior Instructor’s Signature |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Program Head or Coordinator’s Name |  | Date |  |
| Program Head or Coordinator’s Signature |  | | |

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| --- | --- | --- | --- |
| Chair, Research Ethics Committee’s Name |  | Date |  |
| Chair, Research Ethics Committee’s Signature |  | | |