



# Example of a Departmental Ethics Committee Submission Form

**Note:** Projects entailing more than minimal risk must be reviewed by the UPEI REB using REB Forms.

1.

<b>Title of Project</b>			
<b>Course Number</b>			
<b>Start Date</b>		<b>Finish Date</b>	

2.

<b>Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Primary Researcher</b>	
<b>Faculty Supervisor</b>	
<b>Other Personnel</b>	

### 3. ACADEMIC PURPOSE OF THE RESEARCH

- a) Course Assignment
  b) Honours Thesis
  c) Special Study or Directed Research

### 4. RATIONAL AND/OR HYPOTHESIS

<b>Provide a brief description of the reason for doing the research</b>

### 5. PARTICIPANTS

<b>Projected number of participants needed</b>	
<b>How was this number decided?</b>	
<b>Are any Special Participant Characteristics Required? (e.g., age, sex, normal or corrected vision, driver's license, etc.)</b>	

#### 5.4 Participant Recruitment

Briefly describe how you will recruit the participants

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#### 5.5 Instructions to Participants

Attach the script of the basic instructions given to the participants.

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#### 5.6 Participant Consent Form

Here is the basic outline. Please complete it with a brief statement that identifies the research project.

I consent to participating in research on

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I understand that I may discontinue my participation at any time.

Signature

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Date

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5.7 Does this study involve *more than minimal risk*?  Yes  No

If yes, please submit this application to the UPEI REB on REB Submission Forms.

#### 5.8 Does the Study Involve:

a) Full Disclosure of Aims and Expectations?  Yes  No (If No, EXPLAIN)

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b) Deception?  Yes  No (If Yes, EXPLAIN)

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c) Psychological Stress/Anxiety?  Yes  No (If Yes, EXPLAIN)

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d) Physical Stress, Fatigue, or Endangerment?  Yes  No (If Yes, EXPLAIN)

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e) Lingering Psychological Issues? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, explain and describe steps taken to deal with this issue. If uncertain consult your supervisor, or a member of the Departmental Ethics Committee.)

**5.9 Debriefing**

Attach a script of the basic debriefing given to the participants on completion of their participation.

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**5.10 Confidentiality**

Please describe the procedures for preserving confidentiality of participants. Explain how written records, videotapes, recordings, questionnaires, specimens, and tests will be kept, and disposed of, after the study is completed. Indicate who is responsible for data monitoring and analysis. Describe any condition in which confidentiality or anonymity cannot be guaranteed or must be breached.

**6. APPARATUS AND/OR MATERIAL**

Describe the instrumentation and/or provide copies of questionnaires or surveys.

**7. PROCEDURE**

Describe how the research will be conducted.

**8. CERTIFICATION**

**I certify that the information provided is accurate and complete.**

Principal Investigator	Date
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**Approved**

Chair of Departmental Ethics Committee	Date
Chair of Department ( <i>If different from Departmental Ethics Committee Chair</i> )	Date

**This document was modified from a basic form developed by members of the Department of Psychology, UPEI.**