

**Vancouver Island University**  
**Research Involving Humans**  
**APPLICATION FOR DEPARTMENTAL ETHICAL REVIEW**  
**OF STUDENT PROJECTS CHECKLIST**

Every application for ethical review of **STUDENT** projects by the instructor and one other departmental member or dean will include:

- **The original plus 1 copy.** The original will be reviewed by the instructor, the copy by another departmental member or the Dean. The original will be retained by the instructor for a period of one year. The researcher will retain a copy for his/her records.
- **Brief description** of the formal training one has received in ethical issues in research (when and where the information concerning ethics was learned).
- **Identification of principal researcher(s).** If the principal researcher is a student please indicate the faculty supervisor as well. Provide contact phone numbers of each.
- **Title of Proposed Research and a brief but complete description of the purpose of the research, subjects, recruitment, methodologies and all procedures used. This is not to exceed TWO single-spaced typewritten pages.**
- **A Statement of Ethical Issues** which will address the following issues:
  - an informed consent form both - the research investigator and the research subject will have a signed copy of the informed consent form. Each informed consent form should include statements on the following issues:
    - a description of the study and what will be asked of the subject, including how much time the subject will be asked to dedicate to the study;
    - voluntary participation the informed consent form should include statements that outline the subjects' right to withdraw at any time, for any reason, without an explanation and without a penalty;
    - anonymity and confidentiality - the guarantees given to participants, details including how data are to be stored, who has access to them, and when and how the raw data will be destroyed;
    - risks and benefits (physical, psychological, social, economic, and legal participation)
    - contact numbers of principal investigator or faculty supervisor as well as contact numbers of resources (when deemed necessary); and
    - deception: if deception is involved, justification must be provided.
  - explanation of results to subjects: debriefing and availability of results to subjects
- **Attachments:** questionnaires, test items, sample tasks, interview questions, informed consent forms, debriefing forms, advertisement for volunteer participants (i.e. newspaper, poster, flyer).

If you are doing research at, or with another Institution, it is important to check that establishments research policy. It may be that an ethical review process will be required from that organization, as well as your own. For example, School District #68 requires all research to be approved by the superintendent's office. See their policy 3871 on their web page: [http://www.sd68.bc.ca/edocuments/Board/policiesandproc\\_/default.html](http://www.sd68.bc.ca/edocuments/Board/policiesandproc_/default.html)

It is also important to plan for a minimum of two weeks to obtain approval from another institution, sometimes this may take longer. Simply be prepared for such events.