

University of Windsor
Women's Studies

Date Received: _____

Date Approved: _____

Signature of Ethics Committee Chair:

Application for Ethics Committee Review of Human Research

Project Director (Faculty Member/Instructor): _____

Student Researcher(s): _____

Other Researchers involved in project (technicians, project staff, community members, faculty):

Project Title: _____

Type of Research:

_____ Undergraduate Thesis

_____ Course Project (Course Number): _____

_____ Other (specify): _____

Enclosed materials include:

_____ Completed Application Form

_____ Outline of Methodology

_____ Copies of all materials to be administered to subjects

_____ Consent Form(s)*

_____ Other (please specify): _____

*Note: Signed consent is also normally required from any institutions involved (schools, businesses, residences, etc.).

1. Ethical Guidelines

- a. I learned about research ethics from _____ (e.g., name the professor of your course(s)) and/or by reading studying about it in _____ (e.g., name of book or article).
- b. I affirm that the research proposal meets the University of Windsor's Guidelines for Research Involving Human Subjects.

_____ yes _____ no

2. Summary of Project

- a. Summarize the purpose/goal of the study.

- b. Attach a detailed but concise outline of the methodology of the study (approximately one typed page) describing precisely the procedures in which subjects will be asked to participate.
- c. Attach copies of all materials to be given to subjects (interview protocols, surveys, questionnaires, etc.).
- d. How and where will subjects be contacted?

- e. Estimated time required of each subject: ___ minutes/hrs/ on ___ occasions.

- f. Will any records be consulted for information? _____ yes _____ no

If yes:

- i. Specify source of records: _____

- ii. How will these records be obtained? _____

- iii. Will subjects know their records are being consulted? _____

3. Target Subject Group(s)

- a. Number of Subjects: _____ Age range: _____ years to _____ years.

- b. Describe any special characteristics of subjects (e.g., gender, physical characteristics, cultural background)

- c. Are the subjects university students? _____

- d. Specific Groups or Courses you will be approaching: _____

- e. Other: _____ Describe:

4. Information to Subjects

Full and accurate information about the procedures and purposes of the study should be provided to each subject in the signed consent form. Specifics (e.g., hypotheses) need not be divulged. Nothing may be withheld which might, if divulged, affect subjects' decision to participate.

- a. _____ Subjects will be fully and accurately informed of the procedures and purposes of the study in the consent form.
- b. _____ Oral information about the purposes and procedures of the study will (also) be provided. Attach a copy of the oral information to be given.

Oral information will be provided by (persons and research roles):

5. Informed Consent

The informed consent of each subject is signified by the subject signing a consent form which conforms to the Guidelines for Informed Consent prior to his/her participation. A copy of the consent form (or, at least, the information contained in the consent form) should be left with the subject.

- a. _____ Consent will be obtained in writing. The consent form conforms to all requirements set out in the guidelines. Attach a copy of the Consent Form to be used.
- b. _____ A copy of the Consent Form information will be left with each subject.

6. Feedback

- a. Will a summary of the results be provided to subjects at the conclusion of the study?

_____ Yes. Describe how it will be given.

_____ No. Why not?

- b. How will the results be disseminated (e.g., class presentation, research essay, publication, etc.)

- c. If your research involves working in a community organization or other setting, describe the feedback to be given to that setting, if applicable (how and when).

7. Risks and Benefits

Describe the potential risks (psychological, social, physical) and how they will be minimized.

Describe the possible benefits for participants and/or the community.

8. Confidentiality

Describe the procedures for preserving confidentiality.

Date

Signature of Course Instructor or Project Director

Signature of Student Researcher(s)