**Submission Information**

**PI's research qualifications**

Please state both the credentials and experience that qualify the PI to conduct this research study.

[**Tri Council Policy Statement (TCPS 2) Tutorial (2022**](https://tcps2core.ca/welcome)**)**

Attach Principal Investigator's TCPS2 certificate. (current version 2022)

*Completion of the previous version of the CORE training module (2018) will be accepted until July 31, 2022 after which time, the 2022 module will be the standard*.

Attach Faculty Sponsor TCPS 2 certificate.

**Have all research personnel completed the required TCPS 2 (2022) tutorial?**

*Completion of the previous version of the CORE training module (2018) will be accepted until July 31, 2022 after which time, the 2022 module will be the standard.*

**Is this study part of your Master's thesis, Honours Student thesis or PhD dissertation?**

**Study Information**

**Project** **Period**Please select ONE of the following:

\* You plan to start collecting data immediately after obtaining ethics and any other required approvals (the start date on the ethics certificate will reflect the approval date)

\* You plan to start data collection at a later date i.e., 2 months or more after approvals are obtained.

Estimated End Date for the Study

This indicates that all data has been collected and all data analysis completed. No further data collection will occur after this date. If you need to extend this date you must submit a renewal. If there are any changes to your study, then you must submit a modification.

**Source of Funds**

Will this study be funded?

Is this proposal closely linked to any other proposal previously/simultaneously submitted?

Have you received any information or are you aware of any rejection of this study by any Research Ethics Board?

**Is this a multi-institutional study?**

**Study Selection**

**Study Site**

Please select the location of the study. (please select all that apply)-Douglas College New Westminster Campus-Douglas College Coquitlam Campus-Douglas College Anvil Centre-Douglas College Affiliated Sites-External (non-Douglas College sites)

**Participant Enrollment**

Enter the number of participants who will be enrolled in this study.

Who will your participants be?-Douglas College Community Only-Participants outside of Douglas College Only-Both

**Total Study Enrollment**

Please enter the total number of participants to be enrolled at all study sites.

**Age Range of Participants**

Please list the age range of all participants in this study.

**Some participant populations are considered especially vulnerable. Will any such vulnerable individuals be invited to participate in the research?**

*Please refer to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans? TCPS 2.*

**How would you rate the level of risk to participants in this study?***Please refer to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans? TCPS 2.*-Participant Vulnerability Low and Research Risk Low or Medium-Participant Vulnerability Medium and Research Risk Low-Participant Vulnerability is Medium and Research Risk is Medium or High-Participant Vulnerability Is High and/or Research Risk is High

**Summary of Study and Recruitment**

**Study Background**

Provide the background and rationale for the study.

**Research Question**

*What is the research question that is driving this study?*

**Inclusion Criteria**

*List and describe all inclusion criteria for your participants.*

 **Exclusion Criteria**

*List and describe all exclusion criteria for your participants.*

**Describe all study procedures.**

*Summarize your methods, measures, and procedures in sufficient detail to enable the board to identify any potential ethical concerns and recommend safeguards.*

**Research Types**

*Select all that apply to your study. Please review the research methods descriptions before responding. If none apply, please select "None of these Methods".  Research study documents can be attached below.*-Action Research (researchers investigating their own practice)-Autobiography/Auto-Ethnography-Community Based Research (collaboration with community on design and methods)-Data Linkage-Deception-Ethnographic Fieldwork-Interviews-Focus Groups-Naturalistic Observation-Questionnaires/Survey-Secondary Use of Data-Videotaping-Data Collection in Lab--OtherNone of these Methods

**What information about the study will be provided to recruit participants?** *(Attach copies of your recruiting documents and information sheets to be given to potential participants.) If applicable, this includes flyers used for recruitment*.

Describe your recruitment procedures and any material inducements (e.g., gift cards, honouraria) given for participation.

Describe the duration of study participation and outline the timetable for study completion.

Describe the information to be gathered and the means for collecting and recording data.
*If previously collected data is to be used, describe both the previous and proposed uses of these data.*

**Participant Data and Records**

Does this project involve the collection or use of materials or data recorded in a manner that could identify the individuals who provided the materials or data, either directly or through identifiers linked to these individuals?

**Participant Information and Consent Process**

**Potential Risks**

Describe immediate risks, long-term risks, rationale for the necessity of such risks, alternatives that were or will be considered, and why alternatives may not be feasible. Include any potential legal, financial, social, or personal affects on participants of accidental data disclosure.
*Please refer to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans? TCPS 2.*

What steps will you take to reduce any potential for harm or risks to the participants?

For projects where participants are Douglas College students, faculty, or staff, describe your process of referral to appropriate College services.

**Expected Benefits**

Are there any expected benefits for the participants and/or society that will arise from this study?
(*This only refers to those benefits that would be considered a direct benefit.  Please refer to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans? TCPS 2.)*

What uses will be made of the information obtained from the participants?

What precautions will be taken to safeguard identifiable records or individuals?

**Informed Consent**

Describe the process by which you will obtain free, voluntary, and ongoing consent from participants. (*Attach a copy of your consent form as well*.)

**Capacity to Consent**

Will every participant have the capacity to give fully informed consent on their own behalf?

**How long will you store your data?**-7 Years (Per Institutional Policy)-Indefinitely-Other

**Research Involving the First Nations, Inuit and Metis Peoples of Canada**

The section is designed to serve as a framework for the ethical conduct of research involving Aboriginal (including First Nations, Inuit and Metis) or Indigenous peoples, regardless of where they reside or whether or not their names appear on an official register. Its purpose is to ensure, to the extent possible, that research involving Indigenous peoples is premised on respectful relationships and encourages collaboration and engagement between researchers and participants. This Policy acknowledges the role of the community in shaping the conduct of research that affects First Nations, Inuit, and Metis peoples. The nature and extent of community engagement should be determined through discussion with, and under the advisement of, the relevant community, taking into account relevant characteristics and protocols and the nature of the research.

The Douglas College REB recognizes that research with Indigenous communities or involving Indigenous peoples must be conducted in a respectful and culturally appropriate manner, following protocols regarding entering community sites, engaging with communities, Elders and Knowledge Keepers, acknowledging cultural knowledge and cultural property, and disseminating research findings.

**Conditions of the Research**Will you be conducting research that is situated on any of the following kinds of lands or waterways: First Nation reserves, Indigenous settlements, Indigenous lands under self-government agreements, territories with Indigenous land claims agreements, or other lands designated by Federal, Provincial, or local governments as Indigenous territory?

Do any of the criteria for participation include belonging to an Indigenous nation, community, group of communities, or organization, including urban Indigenous populations?

Does the research seek input from participants regarding Indigenous cultural heritage, cultural practices, artifacts, Indigenous or traditional knowledges, or distinct characteristics of Indigenous experience or reality?

Will Indigenous identity or membership in an Indigenous community or group (e.g. Metis Nation) be used as a variable for the purposes of analysis?

Will the results of the research make specific reference to Indigenous communities, homelands and/or waterways, peoples, languages, histories or cultures?

**Indigenous Engagement**

Processes and protocols for engagement differ across communities, organizations, committees, and groups, as well as across different research contexts. Describe the process that you have followed with respect to Indigenous engagement. Include any documentation of collaboration (e.g. formal research agreement, letter of approval, email communications, advisory committee, mentorship, etc.) and the role or position of those consulted (e.g. Elder, Knowledge Holder, governing body, Chief, etc.), including their names, if appropriate.

*Attach any pertinent documentation.*

Explain how Indigenous community members will be meaningfully involved throughout the research process, from research design to knowledge sharing. Outline the plan, as developed with the community, for the outcomes of the research, including research data ownership, sharing, storage, and governance.

If you have answered "yes" to any of the questions under "Conditions of the Research", but have not yet engaged with the community, committee, organization, or group, please explain why not and outline how you plan to conduct a study that respects Indigenous communities and participants in the absence of prior engagement.

**Conflict of Interest**

Is there any material interest, financial or otherwise, that you, another member of the research team, or a family member may have in the conduct, outcome, or use of this research?

Do any of the researchers conducting this study occupy more than one role with respect to potential participants (e.g. acting as both a researcher and a therapist, health care provider, caregiver, teacher, advisor, consultant, supervisor, manager, student, or employer, etc.) that may create a real, potential, or perceived conflict of interest that could affect the integrity of the research?