## **Section 1.0 – Study Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Regulations are identified appropriately in application form:
 | Yes[ ]  | No[ ]  |  |
| 1. Identification of multi-site research:
 | Yes[ ]  | No[ ]  |  |
| 1. Supervisor listed in ethics file for students:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Ethics training certificates/exemption attached:
 | Yes[ ]  | No[ ]  |  |
| 1. Additional approvals have been identified (e.g., In-person research, OCASP, Ethics Security Protocol, School Board):
 | Yes[ ]  | No[ ]  | N/A[ ]  |

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## **Section 2.0 – Study Details**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Rationale to conduct study communicated clearly with supporting evidence and benefits to society communicated:
 | Yes[ ]  | No[ ]  |  |
| 1. All data collection methods accurately checked off:
 | Yes[ ]  | No[ ]  |  |
| 1. Methods described in plain language and in enough detail the study could be replicated:
 | Yes[ ]  | No[ ]  |  |
| 1. Local start and stop dates are realistic:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Secondary uses of data are explained:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. All data collection tools/scripts/guides have been attached:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Process in place for translation of materials and attestation provided:
 | Yes[ ]  | No[ ]  | N/A[ ]  |

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## **Section 3.0 – Benefits & Risks** [ ] **NA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Direct benefits to participants (or none) are explained:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. All risks to participants/researchers have been identified:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Plans to mitigate risks to participants are explained:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. A plan for disclosing/not disclosing incidental findings is acceptable:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Plans are described if participants were to be injured as a result of their participation:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. If deception or partial disclosure, the debriefing materials and plan for debriefing participants is adequate ([TCPS 2 Article 3.7B](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html#7b)) or justification is provided and debriefing materials are attached:
 | Yes[ ]  | No[ ]  | N/A[x]  |

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## **Section 4.0 – Participants and Recruitment** [ ] **NA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. All participant populations have been adequately described:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Individual(s) that will be recruiting participants have been identified:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. The number of participants has been described (i.e. sample size is justified):
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Considerations have been made for an increased risk of identification for studies with low participant numbers/ focus groups and/or conducted in remote/rural communities/communities with small populations (N less than 5):
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. The selection of participants is equitable or justification why not is provided:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Strategies have been provided to minimize coercion or undue influence during recruitment:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Considerations have been made to eliminate unsolicited recruitment (e.g., information included about how participant’s contact information was obtained):
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. All recruitment procedures and materials (e.g., scripts, emails, posters, screen shots) have been described and attached:
 | Yes[ ]  | No[ ]  | N/A[ ]   |

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## **Section 5.0 – Informed Consent** [ ] **NA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Consent process described, including who will be conducting and documenting the consent process:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Justification has been provided for any waivers or alterations to the consent process as per TCPS [Article 3.7A](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html#b):
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Justification has been provided for not obtaining consent for use of identifiable secondary information as per TCPS [Article 5.5A](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter5-chapitre5.html#d):
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Process for providing participants with any new information that may impact their wiliness to participate has been explained:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Process for withdrawing consent for participation and for use of their data has been explained:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Assent process explained for those not providing/unable to provide consent:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Strategies for minimizing coercion/power imbalance/undue influence explained:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Procedures in place for participants who may have communication difficulties (e.g., who may need translation, who are illiterate, who have trouble understanding or producing speech and require special support including the use of assistive devices), or do not have the capacity to provide consent.
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. All Letters of Information/Consent Forms/Assent Forms have been attached:
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Completed [GREB LOI/ICF Checklist](https://www.queensu.ca/vpr/sites/vprwww/files/uploaded_files/Ethics/GREB-ApplicationFormResources/GREB_LoI_cf_checklistv-01-21-2021.docx) attached or justification why not is included:
 | Yes[ ]  | No[ ]  | N/A[ ]  |

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## **Section 6.0 – Incentives/Compensation/Expenses** [ ] **NA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Information about compensation, reimbursement, and expenses are explained:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Compensation is justified, appropriate in type, amount and is not significant enough that it could be perceived to be an enticement to participate:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Compensation plan is equal for all participants and the lump sum/payment schedule is explained:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Compensation process has been explained if participants withdraw:
 | Yes[ ]  | No[ ]  | N/A[ ]   |

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## **Section 7.0 – Privacy & Confidentiality** [ ] **NA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Justification acceptable for collecting all Personal Information (PI) and / or sensitive information and / or Personal Health Information (PHI) and / or Demographic information:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Types of information be collected identified appropriately (e.g., anonymous, anonymized/de-identified, secondary/Video/Audio recording):
 | Yes[ ]  | No[ ]  | N/A[ ]  |
| 1. Data collection forms provided and accurately reflect the collection of information:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Personal Health Information will be encrypted if stored on a portable device:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. The type of information that could be generated from linking data sets is described AND if any identifiable information can be generated through the data linkage has been explained:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Security measures if sharing data have been explained (secure file transfer, encryption):
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Measures for safeguarding information, for collection, use, dissemination, retention, long term plans (disposal/repository/store indefinitely) are explained:
 | Yes[ ]  | No[ ]  | N/A[ ]   |

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## **Section 8.0 – Funding/Dissemination/Contract & Agreements/PI Attestation** [ ] **NA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Funding and agreements disclosed:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. The plan for dissemination of the study results are explained:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Potential COIs are declared and adequately addressed:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. PI(s) attested:
 | Yes[ ]  | No[ ]  | N/A[ ]  |

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## **Section 9.0 – Indigenous and Community Based Research** [ ] **NA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Explanation for seeking an exception for the requirement for community engagement provided:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Participants/communities have been involved with the development of this research project. If no consultation process, explanation provided:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Customs/traditions will be respected:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Honoraria provided does not undermine voluntary nature of participation: and consent process considerations described:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Is the research in line with communities local priorities/help to build local capacity to support local needs:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Data governance described and agreements attached:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Plans to continue the research relationship after the completion of the project included or explanation why not provided:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Dissemination and data sharing process described:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Experiences with community based research discussed:
 | Yes[ ]  | No[ ]  | N/A[ ]   |
| 1. Letter of support/licenses, agreements attached:
 | Yes[ ]  | No[ ]  | N/A[ ]   |

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