UHREB Rev: 01/14 Psych: 11/2023



University Human Research Ethics Board (UHREB) Human Ethics Checklist

UNDERGRADUATE STUDENT USE ONLY

* Faculty & Graduate Student ethics applications must be submitted using UHREB's Web Grants format ***

This Checklist, a typed project description, and relevant attachments are required for all human participant ethics review proposals. Before preparing submissions, read the UHREB Policies and Procedures, complete the *latest* online CORE ethics tutorial found at https://tcps2core.ca/welcome. If your research is beyond minimal risk it will requirement full UHREB review and researchers should know the current schedule of the UHREB submission deadlines. Submissions requiring full UHREB review that are received past deadline will not be reviewed until the subsequent deadline period. Incomplete proposals will be returned for completion and resubmission.

Check off each on following list to ensure that you have included all necessary materials. If there is no blank line provided under N/A below, the item must be included.

Included N/A

- 1. Complete the Ethics Checklist to page 12, incl section B4, page 10, with signatures
- 2. Notes explaining all checklist responses that raised ethical questions or required explanations
- 3. Copies of all research instruments, tests etc.
- 4. Consent form(s) or description of other consent procedures (check name for 'current' DEC Chair)
- 5. Method of obtaining informed consent, or rationale for no consent procedure
- 6. Letters of approval from cooperating external agencies, or an undertaking to provide these before the study begins
- 7. Project Description meeting the following criteria:
 - a) Maximum (8) pages
 - b) Clearly stated rationale for the research/scholarship, including purpose and anticipated benefits (scholarly and/or other)
 - c) The number of participants, and criteria for inclusion and exclusion
 - d) Conditions of participation (in-lab, on-line, course credit, etc.)
 - e) Indication of whether there are inducements to participate or disincentives for not participating
 - f) Procedures for ensuring anonymity and confidentiality, or rationale for their absence
 - g) Method of ensuring security of the data collected
 - h) Intended uses of the resulting data/findings/scholarship
 - i) Identification of any potential risks/harms to participants and steps to be taken to prevent or minimize these.
 - j) Method of participant feedback, debriefing, or full disclosure. (feedback sheet could contain two references for obtaining additional information on the line of research.)
 - k) Discussion of any additional aspects of this research/scholarship that raise ethical concerns
- CORE online tutorial: PDF copies of the Certificate of Completion of the Course on Research Ethics
 for student researcher AND thesis supervisor if not already on file. https://tcps2core.ca/welcome (new url)
- 9. Participant Recruitment Text: If participants will be Intro Psychology students, an appendix of the SONA recruiting scripts for each of the following:
 - 1) Study Name (as participants will know it);
 - 2) Study Abstract (concise purpose of research);
 - 3) Study Description (what participants will be asked to do in the study; on-line or on campus);
 - 4) Duration and credit value: expected amount of time to be given to the study.
- 10. Proposal Submission Format: E-mail one complete pdf scan of all documents combined in the order below entitled "lastname_project title.pdf" to: ethicspsyc@uwinnipeg.ca with 'Student Ethics Submission_lastname' in the subject line. Or, hand in a hard copy in the same order, no staples, to Nadya Alahakoon in the dept. office 4L41.
 - ✓ checklist (pages 1-14) signed by student and supervisor(s)
 - ✓ CORE certificate
 - ✓ research project proposal and consent and feedback forms
 - ✓ measures, questionnaires, videos, images, or other appendices
 - ✓ If you do not hear anything from the DEC within one week of submitting your proposal, DO NOT hesitate to contact Nadya Alahakoon at ethicspsyc@uwinnipeg.ca

Office Use Only: File Number:
DEC-PSYC-2023

Project Identification Information Please print or type responses.

1. Name:	2. Department:
3. Phone:	4. E-mail:
5. Please check one:	
Course instructor	Student Investigator
6. If student, indicate name and department of super	rvisor
Name:	Department:
7. Name(s) of Co-Investigator(s):	
8. Title of Proposal:	
9. Application type:	
Senior under graduate research Honours thesis research Course-based research (indicate course #):	
10. Anticipated Commencement Date (month/year):	11. Anticipated Completion Date (month/year):
EOD DESEADOU OFFICE HSE ONLV	
FOR RESEARCH OFFICE USE ONLY Date Received:	Protocol Number:

Ethics Checklist Instructions

To complete Checklist items, circle Yes or No, and/or write in the required information. If any of the answers circled are underlined (Yes or No), an ethical issue arises that requires you either to reconsider your procedures, or to provide additional information. In the latter case, attach a written note explaining the pertinent circumstances and the provisions you will make to ensure ethical practices, and/or elaborate in the project description.

This Checklist covers only a portion of the ethical considerations involved in research/scholarship with human subjects/participants. More information is available in the full text of the *Tri-Council Policy Statement (TCPS)* available from the Research Office or on-line at: https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html

Your discipline may also have research ethics guidelines relevant to your study. Furthermore, no set of policies or guidelines can cover all of the ethical considerations that might arise in research/scholarship, and therefore you should be aware that further issues and considerations might arise as ethics review proceeds. If so, you will be contacted by the Departmental or Senate ethics committee involved.

Section A:

		Please Ci	rcle One
1.	Before giving their consent to participate, will the subjects/participants be informed fully of the nature of their research involvement, and of all features of the research/scholarship that reasonably might be expected to influence their willingness to participate?	Yes	No
	Note: In this question and several others below, it is assumed that persons studied are aware that they are subjects/participants, and that informer consent is possible. For some research/scholarship (e.g., some kinds of observational research), these assumptions may not be valid. If this is the case, the circumstances should be described fully in the project description. A single notation may be made in the margin here indicating one location in your project description at which an explanation for several question responses may be found.		
2.	Will free and informed consent procedures be used both at the outset of the subject's participation, and thereafter throughout the study (e.g., by notifying subjects/participants of any later changes or developments that might influence informed consent, and seeking further consent to these)?	Yes	No
3.	Will the subjects/participants be told that they can discontinue their participation at any time without incurring any penalties for doing so?	Yes	No
4.	Does the study involve temporarily misleading the subjects/participants as to the study's purposes, incomplete disclosure of the study's purposes, or temporary concealment of other information (e.g., staged occurrences, having subjects/participants do one thing while in fact something else they do is being observed, etc.)?	Yes	No

Note: In some areas of social science research, undetailed statements of the study's purposes are given in order to avoid over-sensitizing subjects/participants to some variable under study. Here, ethical assessment involves whether or not undisclosed information reasonably could be expected to affect informed consent. The greater the degree of temporary concealment, the higher the level of risk. Describe fully any temporary concealments or incomplete disclosures in the project description, explaining the reasons for them. Also, see Ouestion 39.

5.	Will the people studied be aware that they are the subjects of your research/scholarship?	Yes	No
6.	Will subjects'/participants' written consent be obtained, or if this is inappropriate, will an alternative method of obtaining informed consent be used?	Yes	No
	Note : Normally, written consent is required. If this is culturally unacceptable, or if other good reasons exist for not obtaining written consent, an alternative procedure for obtaining free and informed consent should be documented (in the project description, and/or attached as a separate document).		
7.	Will informed consent information include a statement of the research Purpose, the identity of the investigator(s), the expected duration and nature of participation, a description of research procedures, and a description of any foreseeable harms and benefits that may arise from participation?	Yes	No
8.	Will the information describing the study and the materials used to seek consent be worded in language clearly comprehensible to the subjects/participants?	Yes	No
9.	Are you and/or your associates in a position of power vis-à-vis the subjects/participants?	Yes	No
10.	Do you foresee that the subjects/participants might feel or perceive any degree of manipulation, coercion, constraint, or undue influence concerning any aspect of their participation in the study?	Yes	No
11.	Will there be any actual or perceived material inducements to participate that exceed reasonable compensations for such things as transportation, unusually lengthy time demands, etc.?	Yes	No
12.	Will there be any actual or perceived social inducements to participate that exceed such things as interest in the research, an interesting activity, etc.?	Yes	No
13.	Will there be any actual or perceived disincentives for not participating in the research?	Yes	No
14.	Is the confidentiality of the subject's/participant's identity positively ensured?	Yes	No
	Note: Regarding Questions 14 and 15, there may be situations in which the subjects/participants agree to or even seek public identification. If this applies, explain, and also provide an assurance that you will obtain consent to revealing subjects'/participants' identities.		

15.	Are there circumstances under which the subject's/participant's identity might be deduced by someone other than the investigator if the study results are presented publicly?	Yes	No
16.	Will any promises be made to subjects/participants, or to cooperating external agencies, that the investigator later might have difficulty fulfilling?	Yes	No
17.	Does the study involve physical stress (or the expectation thereof) such as might result from heat, noise, electric shock, pain, sleep loss, physical deprivation, drugs, alcohol, etc.?	Yes	No
18.	Do you foresee that the study might result in the subject's/participant's experiencing mental discomfort (e.g., fear, anxiety, loss of self-esteem, shame, guilt, embarrassment, becoming aware of personal weaknesses)?	Yes	No
19.	Will the investigator attempt to induce long-term change in subjects'/participants' behavior or attitudes?	Yes	No
20.	Does the study involve any potential risks to third parties who are not participants in the research?	Yes	No
21.	Will any individually-identifiable information about subjects/participants be disclosed without their informed consent (e.g., to teachers, doctors, therapists, parents, employers, other researchers, etc.)?	Yes	No
22.	Will written feedback on the outcome of the research/scholarship be made available to participating individuals and agencies/institutions?	Yes	No
23.	Could public presentation of the study's results possibly harm either the subject/participant, or his/her membership group?	Yes	No
24.	Will the investigator report to the Departmental and University ethics committees any adverse subject/participant responses to the research/scholarship that exceed the level of adverse responses anticipated and provided for in the project description?	Yes	No
	Note: Adverse responses include, for example, emotional distress, physical distress, objections to the conduct of the research/scholarship that cannot be resolved by discussions.	ssion, etc.	
25.	Will the investigator explain to the subjects/participants that if they are dissatisfied with the study procedures, they may talk to the Chair(s) of the Departmental and/or University ethics committees, and will the investigator provide them with contact information for these persons?	Yes	No
26.	Has the investigator taken all possible steps in the design of the study to balance potential harms to the subjects/participants against potential benefits of the research/scholarship?	Yes	No

Answer the remainder of Section A as applicable, indicating N/A beside each item that does not apply:

	Tr			•
27.	If the investigator plans to induce short-term behavioral or attitude change, will such change definitely be reversible?	Yes	No	N/A
28.	If individual feedback is given to subjects/participants (e.g., tests scores or other comparative-standing information), will information also be presented on the validity, reliability, and appropriateness of norms for the individual?	Yes	No	N/A
29.	If private materials (documents, third-person interview contents, etc.) provided by the subject will be made public as a consequence of the scholarship/research, will due care be taken to obtain subjects'/participants' written consent, and otherwise to avoid infringing on the subjects'/participants' rights?	Yes	No	N/A
30.	If the study takes place within or in cooperation with an institution or agency (e.g., schools, day care centres, churches, seniors' homes, hospitals, social work agencies, playgrounds, prisons, etc.), has written approval been obtained from its administrators?	Yes	No	N/A
	Note : Attach copies. If no letters of approval can yet be provided (e.g., because agency approval is contingent on University ethics approval), attach an explanato note undertaking not to begin research before you are in receipt of approval letters and to submit copies of such letters to Research services immediately upon receipt.	s,		
	Note also : The requirement of approval from external institutions may not apply in instances where it would interfere with free inquiry. If so, explain.	ı		
31.	If the subjects/participants are children (under age 18), will written parental or guardian consent be obtained? <i>Not applicable to students who are under age 18 but enrolled in PSYC 1000.</i>	Yes	No	N/A
32.	If a written consent form is used, will copies be given to the subjects/participants to retain?	Yes	No	N/A
33.	If the subjects/participants are legally or otherwise incompetent to provide informed consent, will the written consent of authorized third parties be obtained?	Yes	No	N/A
34.	If the subjects/participants are not legally competent, is there any other legally-competent group that could be studied in order to address the research question?	Yes	No	N/A
35.	If the subjects/participants are drawn from institutionalized or otherwise "captive or dependent" populations (e.g., in prisons, hospitals, psychiatric facilities, mandatory treatment programs, etc.), will special care be taken to ensure that consent is given freely, and that no actual or perceived coercion, constraint, or undue inducement to participate is present?	Yes	No	N/A

Note: In your project description, be sure to describe clearly how this will be achieved.

36.	If the consent of a parent or an authorized third party is obtained, will each subject/participant also be informed independently of his/her right to decline to participate at any point in the study?	Yes	No	N/A
37.	If the study will be conducted in a country other than Canada, and/or under the jurisdiction of an institution other than the University of Winnipeg, and if an ethics review body that has jurisdiction in that country or institution exists, will the study undergo review by that ethics body before the research begins? Note: If so, please attach documentation, or attach a note undertaking to provide documentation to Research Services immediately upon receipt.	Yes	No	N/A
38.	If there is any possibility of physical danger or harm to the subjects/participants wil all necessary and prudent measures be taken to ensure their safety (e.g., from danger such as electrical shock, lack of oxygen, falls, traffic or industrial accidents, the possibility of hearing or vision loss, etc.)?		es l	No N/
39.	If subjects/participants have initially formed any false impressions about the purposes of the study or the nature of information collected, if the study purposes were not completely disclosed initially, or if any information was concealed temporarily, will full disclosure be made at the conclusion of data collection? Will the reasons for false impressions, concealment, or incomplete disclosure be explained; and will subjects/participants then be given the opportunity to withdraw their data/information, should they so choose? Will everything possible be done to restablish trust and respect?	Yes	No	N/A
40.	If information on subjects/participants will be obtained from third parties (e.g., institutions, doctors, other researchers, etc.), will subjects/participants be so informed, and will their written consent be obtained?	Yes	No	N/A
41.	If any adverse subject responses to the study are anticipated, have procedures been devised to ameliorate such responses?	Yes	No	N/A
42.	If the possibility of commercialization of the research findings exists, A will the subjects/participants be so informed?	Yes	No	N/A
43.	If there is any actual or apparent conflict of interest on the part of the investigator(s), their institutions, or their sponsors, will the participants be so informed?	Yes	No	N/A
44.	If the research/scholarship involves secondary uses of already-collected data or information regarding identifiable individuals, will appropriate measures be taken to ensure the privacy of the individuals and the confidentiality of the data, and to minimize potential harms to subjects/participants?	Yes	No	N/A
45.	If secondary use is to be made of already-collected data or information regarding identifiable individuals, will appropriate measures be taken to ensure the privacy of the individuals and the confidentiality of the data, and to minimize potential harms to subjects/participants?	Yes	No	N/A

46.	If the study concerns generic behaviors/characteristics that are not specific to	Yes	No	N/A
	particular, identifiable social or cultural groups (e.g., child poverty, access to			
	legal services), will any persons be excluded from participation on the basis of			
	culture, religion, race, ethnicity, mental or physical disability, sexual orientation,			
	sex, or age?			

- 47. If information is to be presented to and/or collected from subjects/participants Yes No N/A in a language that the investigator does not speak/understand fully, will every possible effort be made to ensure that translation is as clear and accurate as possible?
- 48. Does the study include the use of personal health information? The Manitoba

 Yes No N/A

 Personal Health Information Act (PHIA) outlines responsibilities of researchers
 to ensure safeguards that will protect personal health information. If yes, in an
 attachment to this checklist, please indicate provisions that will be made to comply
 with this Act.

Note: See document for guidance online at: http://www.gov.mb.ca/health/phia/index.html

Answer Questions 49 – 54 to determine if your project fits the TCPS2 definition of Indigenous research.

Otherwise, indicate N/A for this section.				
49.	Will your research be conducted on First Nations, Inuit or Métis territories?	Yes	No	N/A
50.	Does your study use recruitment criteria that include Indigenous identity as a factor for the entire study or for a subgroup in the study?	Yes	No	N/A
51.	Does your study seek input from participants regarding an Indigenous community's cultural heritage, artefacts, traditional knowledge, or unique characteristics?	Yes	No	N/A
52.	Does your study use Indigenous identity or membership in an Indigenous community as a variable for the purpose of analysis of the research data?	Yes	No	N/A
53.	Does your study include interpretation of research results that will refer to Indigenous communities, peoples, language, history, or culture?	Yes	No	N/A
	Researchers answering YES to any of questions 49 to 53 should include a plan for			

Researchers answering YES to **any** of questions 49 to 53 should include a plan for engagement with the relevant community in the project description (see TCPS2 Chapter 9).

Section B: Signatures. To be completed for all projects.

B1. Please disclose any real or apparent material or personal conflicts of interest that any of the investigators may have regarding relationships with potential subjects/participants, and/or regarding potential uses of the research/scholarly findings. Indicate how such conflicts will be resolved in an ethical manner.		
B2. Your signature(s) below indicate that you (cross off any that do not app	ly):	
 have read the UHREB Policies and Procedures 		
 have read the portions of the Tri-Council Policy Statement (TCPS) 	relevant to the research AND	
the ethical research guidelines of		
(the professional organization or scholarly association most re-	levant to the research)	
• agree to abide by the policies and guidelines listed above		
 have disclosed all actual or apparent conflicts of interest have disclosed all aspects of the study relevant to ethical review 		
 believe this submission to be complete 		
agree to report to the University Human Research Ethics Board all actions.	lverse subject/participant	
responses that exceed the levels anticipated and provided for in this s	5 I I	
 will conduct the study as described in this submission, if approved 		
 will reapply if any of the procedures change substantively 		
 will comply with all conditions upon which approval may be continged 	ent	
Signature of the course instructor or student investigator:	Date:	
If student, signature of supervisor:	Date:	
Signature(s) of co-investigator(s):	Date:	

Section C: Risk Assessment To be completed for all projects

C1.	Please identify briefly all risks of participation in this study, and explain why these risks do not exceed the risks that participants encounter in the aspects of their daily lives that relate to the research/scholarship. Studies that exceed minimal risk are not eligible for DEC review.
project interva	Depending upon the duration, risk level, and other features of the proposed study, ongoing monitoring, ting, and/or review may be required. Please propose the procedures that should be applied (e.g., an end-of-et report, regular periodic reports, meetings with Departmental or Senate ethics committees at regular rals, visits by committee members to the research site, re-review at scheduled intervals, etc.). If you ose that no ongoing procedures be applied, please explain why in the space below.

Psych: 08/2023

Section D: Consent Form

Consent Form Checklist

To be completed for all projects

Please complete the following Consent Form Checklist by circling the answer that best suits. The following list is to ensure that all of the necessary elements of a Consent Form(s) have been addressed. If you circle "No" or "N/A" for any of the items listed below please provide brief explanation in the area at the bottom of the page.

1.	The University of Winnipeg's letterhead is used	Yes	No	N/A
2.	Identity of the course instructor or student investigator	Yes	No	N/A
3.	Description of research topic/question including but not limited to: i. study title/name; ii. nature of participation and whether on-line or in-person; iii. duration of participation and total compensation (i.e. research credit value); iv. research procedures and also whether there are any pre-existing participation eligibility requirements.	Yes	No	N/A
4.	Risks and benefits of participation	Yes	No	N/A
5.	State how feedback is provided to the participants	Yes	No	N/A
6.	Degree of Anonymity	Yes	No	N/A
7.	Degree of Confidentiality	Yes	No	N/A
8.	Point of withdrawal and refusal to answer questions For example, "Participants may refuse to answer any question(s) and may withdraw at any time before <i>publication</i> without consequence."	Yes	No	N/A
9.	Explanation and location of data storage, confidentiality, length of retention, and method of disposal e.g. If the survey is presented using an American website, data storage is subject to American laws. The risks associated with data storage in the U.S. are similar to those associated with many e-mail and social media websites such as GMail and Facebook.	Yes	No	N/A
10.		Yes	No	N/A
11.	. Copy of the consent form provided to all participants	Yes	No	N/A

Researcher Comments:

PSYCHOLOGY DEPARTMENTAL ETHICS COMMITTEE REVIEW

Reviewer #	Office Use Only: File Number: DEC-PSYC-2023-
Applicant Name:	DEC-P31C-2023
Project Name:	
Review Checklist (check all that apply)	
This submission meets the criteria for Departmental Review (i.e., st that is minimal risk).	udent or course-based project
I have reviewed this submission to ensure completeness.	
This submission appears to comply with the TCPS2, relevant depart and disciplinary standards. All ethical issues appear to have been according to the complex of the	
Recommendation (check one)	
I approve of the proposed procedures and materials in their present	form.
I require clarifications or modifications (see comments) that need granting approval.	I my further review before
I require minor modifications (see comments) that, if implemente my further review before granting approval.	d by the applicant, do not need
I do not approve of this submission (e.g., it is faculty research or e it for UHREB review.	xceeds minimal risk) and refer
This submission could not be fully reviewed because it is missing attachments (see comments).	required materials or
Comments	
Department Ethics Committee Member:	Department:
	Psychology
Signature of DEC Member:	Date:

SONA Information

(If participants v	will be Intro Psychology students receiving course credit, this is required)
Study Name:	
Study Abstract	(concise purpose of research);
Study Description	on (what participants will be asked to do in the study; online or on campus);
	udy is one completed face-to-face with the researcher, even if the measures are completed using urvey tool. An <i>online study</i> is one completed via the internet (e.g., Qualtrics, Zoom).
In-person or (Online:
Duration (rou	anded to next 30 minute increment):
Number of pa	articipants:
Number of cro	edits (1.0/hour in 0.5 credit increments, corresponding to duration):
Description:	