Ethics Info Sheet 2
Flowchart for Research and Creative Projects Involving Human Participants

Are all the "participants" in this project paid (e.g., as professional artists), or are they famous individuals studied through publicly available records?

No

Who is leading this research or creation project?

You, as faculty member

Completion and submission of a Human participant protocol (HPRC form) for review and approval by the Human Participant Research Sub-Committee

Yes

One of your graduate students (GS)

Student must complete and submit a Grad project protocol (GRAD-1 form) and a Grad proposal submission (GRAD-2 form) for review and approval by the graduate program review committee*

Is the project course-related or a Masters Research Paper (MRP)?

No

The project is related to a thesis or dissertation. It must be forwarded to FGS

Yes

The project is submitted to the grad program review committee*, and documents are retained at the grad program office.

Is the project funded or beyond minimal risk? ***

Yes

Course director obtains signed Undergrad confirmation (GEN-2 form) from all students.

No

No further action required

No

One or many undergraduate students (US) in your class.

Is the project generic? i.e. Will all of the students in your class conduct similar project?

Yes

Course director completes and submits the Protocol for course-related generic projects (GEN-1 form) for review and approval by the department review committee*

No

Students must complete and submit an Individualized undergrad project protocol (IND form) for review and approval by the department review committee, which in turn, reports to the Associate Dean (Policy & Planning) by May**

Course director obtains signed Undergrad confirmation (GEN-2 form) from all students.

Is the project course-related or a Masters Research Paper (MRP)?

No

The project is related to a thesis or dissertation. It must be forwarded to FGS

Yes

The project is submitted to the grad program review committee*, and documents are retained at the grad program office.

Is the project funded or beyond minimal risk? ***

Yes

Course director fills Report on course-related generic projects (GEN-3 form) and bring it to the Glendon Director of Research

No

No further action required
Electronic versions of this and other ethics related forms are available through Research Officer Reagan Brown (rbrown@gl.yorku.ca , extension 66829).

* Each department/unit/graduate program decides which one of its existing committees will assume this review role. At a minimum, projects must be reviewed by two faculty members at arms-length from the work.

** In other words, the project is individualized and must be, therefore, reviewed in the same manner as other undergraduate student research such as honours theses and directed research/creation.

*** A project is considered in the range of minimal risk if “potential subjects can reasonably be expected to regard the probability and magnitude of possible harms implied by participation in the research to be no greater than those encountered by the subject in those aspects of his or her everyday life that relate to the research.” (Tri-Council Policy Statement, August 1998).