York University Ethics Policy

York University has formulated a policy for the conduct of research and artistic creation involving human participants, human remains, cadavers, tissues, biological fluids, embryos or foetuses.

A project that involves human participants shall adhere to the requirements of this policy should be designed to take account of the well being of prospective participants and as such the participants should be fully informed of the following: (1) Project objectives and goals; (2) research methodology / creative themes and medium utilized; (3) Foreseeable risks, and potential benefits for the participant; (4) The participation is voluntary. In case of a research project, the participant has a right not to answer any questions, and/or to terminate participation at anytime without prejudice. In case of a creative project involving performers, specific conditions to terminate participation must be defined; (5) Participants’ anonymity and confidentiality shall be fully protected, unless the project explicitly requires a public performance (e.g., dance show, theatre play, concert); or unless this right is expressly waived (or unless disclosure is authorized or required by law).

To view the full text of the Senate Policy on Research Ethics, please go to the research ethics section of the research website at: www.research.yorku.ca

Projects Subject to Review

All undergraduate course-related, non-funded, minimal-risk project involving human participant is to be reviewed by a department review committee. Research-creation subject to review includes, but is not limited to: performances, exhibitions, surveys, questionnaires, interviews and participant observation.

Responsibilities of Student Creator/Researcher

A student creator/researcher conducting a project involving human participants is required to adhere to the University's Ethics Review Policy and attendant processes. As such, the student has the following obligations: (1) Overview – to provide the course instructor with an overview of the research study, which the researcher intends to undertake together with information on research design and methodology (including recruitment); (2) Informed Consent – to ensure that human participants are fully informed and consent to the research prior to the commencement of any work related to the project; (3) Data storage – to retain, for two years, relevant documentation including: a) the research plan, the signed consent forms, consent letters or the oral consent form script, together with a list of the names of all participants, where possible.

Informed Consent Form

The informed consent form is an integral and important element of projects involving human participants. The student creator/researcher shall inform human participants of the following: (1) Contact information – for the student researcher and the course instructor; (2) Brief summary of the purpose and rationale of the research and the methodology that will be followed; (3) Risks to or benefits for participants; (4) In case of a research project, the right not to participate, not to answer any questions, and/or to terminate research participation at anytime without prejudice. In case of a creative project involving performers, specific conditions to terminate participation must be defined. For instance: "Please note that you are under no obligation to participate in this (dance/theatre/music) project. If you decide to participate, we expect that you will honour your artistic commitments, but you keep the right to terminate your participation until the first technical rehearsal. After that period, you can withdraw only if you have sound reasons to believe that your physical or psychological well-being is seriously at risk;"; (5) Confidentiality/anonymity for participants, unless the project explicitly requires a public performance (e.g., dance show, theatre play, concert), or unless this right is expressly waived; (6) Signature/date lines – for researcher and participant (when using a signed Informed Consent Form).

Sample informed consent forms may be found attached to the GEN-1 form or the HPRC form, a document listed on the ethics portion of the Research website at (www.research.yorku.ca).

NOTE: Student creators/researchers are required to retain signed informed consent forms for 2 years.

CONFIRMATION:

I ______________________________do confirm that I have been educated about and informed of the York University Senate Policy on Research Ethics and I confirm that I have adhered to the provisions of the approved course research protocol when conducting my research.

Student Signature

Course Name

Month/Day/Year

Course number

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1 Research, for the purpose of this Policy, involves a systematic investigation to establish facts, principles or generalizable knowledge, and it includes pilot or preliminary research.

2 “Human Participants” are non-paid persons used in a creative project (e.g., students, volunteers or amateur dancers, actors, models, musicians, etc.) or persons providing data/information to a researcher, which are typically, not part of their professional capacity, or in the public domain.

3 This is a practice adopted by Glendon in order to implement the Senate policy and its specific context.

4 Minimal risk means: “If potential subjects can be reasonably 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 then the research is minimal risk research”.

5 Graduate course-related research is reviewed on an individual case-by-case basis by a Faculty, Departmental; Program or School ethics review committee pursuant to the Faculty of Graduate Studies ethics review policy.