GRAD-1 Form

Graduate Student Project Protocol on Human Participants

(Please print)

Student Name: _____ **Date:** _____

Program: _____

Title of Course, Major Research Paper, Thesis. or Dissertation_____

_____

Name of Supervisor (MRP, Thesis, or Dissertation) or Course Director _____

A. **Is the research you are conducting funded ?** Yes_____ No_____

B. **Are the risks to participants more than minimum risk?** Yes_____ No_____

(If you answered *yes* to either of these questions, please contact the Human Participants Review Sub-Committee [HPRC] c/o Office of Research Administration, S414 Ross Building for further information. In addition, please complete and submit to your program office this page only of the FGS Human Participants Protocol Form *and* one copy of your proposal. Coursework and MRP documents will be retained at the program office; thesis and dissertation documents will be forwarded to FGS . Students will be advised by HPRC whether their proposal receives ethics clearance.)

C. This section pertains to issues of informed consent. The Faculty of Graduate Studies is governed by the York University Senate policy for the *Ethics Review Process for Research Involving Human Participants*. That policy states that: "all potential participants (e.g., interviewees, research subjects, community members, etc.) have the right to be informed of:

- The nature of the research (hypotheses, goals and objectives, etc.);
- The research methodology to be used (e.g., medical procedures, questionnaires, participant observation, etc.,);
- Any risks or benefits;
- Their right not to participate, not to answer any questions, and/or to terminate participation at any time without prejudice (e.g., without academic penalty, withdrawal of remuneration, etc.);
- Their right to anonymity and confidentiality;
- Any other issues of which the participants should be aware that are relevant to specific protocols and research projects."

(Policy adopted by Senate June 2003, see p. 2 of the policy)

Appendix B provides a checklist for the content of the Informed Consent Document.

Please answer the following questions on the *informed consent* of research participants:

(1) Will you provide a full explanation of the research to the participants prior to their participation?

Yes_____ No_____

(If **no**, please ensure that a description of the research protocol is attached to or included in the research proposal.)

(2) Is substitute consent involved (e.g., for children, youths under 16, incompetent adults)?

Yes_____ No_____

(If **yes**, please ensure that an elaboration is attached to or included in the research proposal.)

(3) Is deception involved?

Yes_____ No_____

(If **yes**, please ensure that an elaboration is attached to or included in the proposal. Please include a discussion of debriefing, if applicable.)

(4) Will individuals remain anonymous?[∀]

Yes_____ No_____

(If **no**, please ensure that a description of the research protocol is attached to or included in the research proposal.)

[∀]Please note that it is expected that participants remain anonymous unless they have given their prior written consent.

(5) Will the data be kept confidential?[□]

Yes_____ No_____

(If **no**, please ensure that an elaboration is attached to or included in the proposal.)

[□]Please note that it is expected that the data will be kept confidential unless the participants have given their prior written consent. Confidentiality includes two aspects: a) a preservation of the anonymity of the participants by ensuring that no identifying characteristics or features are disclosed to anyone or are used in any reports of the research, and b) the secure storage of raw data. Procedures used to ensure anonymity and confidentiality should be described in research proposals.

(6) How will informed consent be obtained? (Check one)

_____ Written Informed Consent Document (Attach copy)

_____ Oral Informed Consent Document (Permissible only in extenuating circumstances, where written communication is not feasible; script of oral informed consent must be provided)

STUDENT DECLARATION

I hereby certify that all information on this form and all statements in the attached documentation are correct and complete. I understand that all human participants in the research must have signed a written consent form or have provided oral consent for their participation in the research. I understand that should there be any change in the research methodology or any increased anticipated risks to human participants, I will advise the Faculty of Graduate Studies; if these changes are not minor, my research proposal may be required to undergo a further ethics review. I understand that any misrepresentation in the proposal or attached documentation may lead to a charge of breach of academic honesty. I also understand that I must retain Consent Forms for two years following the completion of the research.

Student's Signature_____ Date_____

SUPERVISOR DECLARATION

I hereby certify that all information on this form and all statements in the attached documentation are correct and complete. I have advised the student that, as specified in Item 6 above and in attached documentation, all human participants in the research must have signed a written consent form or have provided oral consent for their participation in the research. I have advised the student that the Faculty of Graduate Studies will be advised of any changes in research methodology or any increased anticipated risks to human participants and that a further ethics review may be required as a result of such changes. I have advised the student that Consent Forms must be retained for two years following the completion of the research.

Signature of supervisor (of MRP, Thesis,
or Dissertation) or Course Director_____ Date_____