
Ethical Review Checklist for Research Involving Human Participants

Section 1 - Determine whether you require ethical review.

<p>1. Research is defined by TCPS2 (2014) as “an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation.” Are you conducting research? <i>If no, you do not require ethical review. If yes, continue to question 2.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>2. According to TCPS2 (2014), “human participants (referred to as “participants”) are those individuals whose data, or responses to interventions, stimuli, or questions by the researcher, are relevant to answering the research question.” Does your research involve human participants? <i>If no, you do not require ethical review. If yes, continue to question 3.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>3. Does your research fit into any of the following 4 categories? <i>If yes, you do not require formal ethical review. If no, please proceed with the checklist and your application for ethical review.</i></p> <ul style="list-style-type: none"> • Questionnaires, surveys, or interviews conducted by NBCC of present and/or former students, employees, and prospective employers for purposes of modifying the curriculum, course evaluations, program or service needs assessment or evaluation, student, graduate or employee opinions, satisfaction and outcomes. • Questionnaires, surveys, or interviews conducted by NBCC students solely for pedagogical purposes as a course-based project or assignment. Faculty are responsible for ensuring that students undertaking research of this nature have completed the TCPS2 CORE online course and are aware of College policies with respect to research ethics, privacy and use of institutional data. • Research that relies exclusively on publicly available information where the information is legally accessible to the public and protected by law and/or the information is publicly accessible and there is no reasonable expectation of privacy. • Research involving observation of people in public places where there is no intervention or direct interaction with people; where those being observed have no reasonable expectation of privacy; and any dissemination of research results does not allow identification of specific people. 	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2: Review and complete the following checklist before submitting your application for ethical review.

1. Have you successfully completed the TCSP2 CORE online course? https://tcps2core.ca/welcome	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you identified and described your research participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you determined how they will be recruited?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Have you considered the level of risk?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Have you taken into account privacy considerations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Have you addressed informed consent and feedback requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Do you have established measures in place for data security?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Have you completed the ethics review application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Have you attached all required and applicable supporting documents (informed letter, informed consent form, participant debriefing materials, questionnaire, survey, interview schedule, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>