UNIVERSITÉ SAINT-PAUL UNIVERSITY

File no. (for internal use)

Print

Save

CODE OF CONDUCT FORM

Submit electronically and send five (5) copies to the Office of Research and Ethics

Researcher	Student
Last name:	Last name:
First name:	First name:
Type of request:	Faculty:
○ Research project	E-mail:
○ Resubmission – revised project	Degree sought:
○ Accelerated assessment – Multi-centre request (Annex H)	○ Doctoral thesis
○ Accelerated assessment – Ongoing assessment	○ Master's thesis

REQUIRED DOCUMENTS

☐ Application form from the Ethics Committee.

☐ ANNEX A: Recruitment poster, e-mail messages or transcribed phone messages.

☐ ANNEX B: Participant recruitment letter (on SPU letterhead).

☐ ANNEX C: Letter of consent: participants, parents, authorized third parties.

☐ ANNEX D: Verbal consent: explanation as well as the measures for obtaining and documenting it.

☐ ANNEX E: Written permission from the participating institution (school board, parish, etc.).

☐ ANNEX F: i. Interview guides, ii. Questionnaires or other instruments.

☐ ANNEX G: Approval of the thesis committee.

☐ ANNEX H: Multi-centre request: Ethics approval certificates from the principal researcher's institution.

☐ ANNEX I: Ongoing evaluation: certificate in effect from SPU or another institution for this project.

☐ ANNEX J: Copy of the research project.

All Ethics approval certificates require a final report at the end of the project.

UNIVERSITÉ SAINT-PAUL UNIVERSITY

SECTION A – APPLICATION

A.1 Project Title

A.2 Planned timeline (start and end of the research) Start of data collection

Start: End: Start:

A.3 General Information

Researcher	Student
Last name:	Student number:
First name:	Last name:
Faculty:	First name:
Department:	Faculty:
If not SPU, please specify:	Department:
E-mail:	Research director:
Tel.:	E-mail:
Type of request:	Tel.:
○ Research project	Degree sought:
○ Resubmission: revised project	○ Doctoral thesis
○ Accelerated assessment – Multi-centre request (Annex H)	○ Master's thesis
○ Accelerated assessment – Ongoing assessment	

A.4 Co-researchers
(For each, give the last name, first name and affiliation)

A.5 Funding (granted to the principal researcher or co-researcher)

○ Funded project ○ Received ○ Waiting ○ Not funded

If not funded, please explain.

Name of organization(s):

Name of program:

Organization's grant number:

Duration of funding (in months): Grant and project title:

UNIVERSITÉ SAINT-PAUL UNIVERSITY

A.6 Which authority assessed the academic merit of the project?

- ☐ Committee of the funding organization
- ☐ Internal academic evaluation committee. Specify: (e.g., faculty research committee)
- ☐ Thesis committee: student project
- ☐ Other(s) – please specify:
- ☐ None

A.7 Has the project been the subject of a previous assessment by the Ethics Committee or another ethics committee?

☐ Yes ☐ No. If yes, which one:

Please provide the Ethics Committee certificate as an appendix.

A.8 Do you, a member of your family, or one of your colleagues or associates have a financial interest in the organization or business that is funding the research, or could you receive pecuniary benefits as a result of this research being carried out? Do your role or duties, or your family or spousal connections, create a real or apparent conflict of interest situation? ☐ Yes ☐ No

If yes, please specify:

SECTION B – PROJECT DESCRIPTION

B.1 Type of project

- ☐ Theoretical research
- ☐ Descriptive research
- ☐ Evaluative research
- ☐ Applied research
- ☐ Participatory action research
- ☐ Participant observation
- ☐ Quality assessment with a research dimension
- ☐ Implementation assessment with a research dimension
- ☐ Impact assessment with a research dimension
- ☐ Other: please specify:

B.2 Will the project take place within a school board? ☐ Yes ☐ No

B.3 Will the project take place within a parish? ☐ Yes ☐ No

UNIVERSITÉ SAINT-PAUL UNIVERSITY

B.4 Will the research take place in a country other than Canada? ☐ Yes ☐ No (If yes, please specify).

B.5 Description of the problem and methodology. Add another page if needed.

B.6 DESCRIBE THE INSTRUMENTS FOR MEASURING AND/OR COLLECTING DATA (QUESTIONNAIRES, INTERVIEW GUIDES, TEST INSTRUMENTS AND OTHERS). ATTACH A COPY. Indicate which activities participants will be asked to do, explain what the activities consist of, who will conduct them (researcher, research assistant, someone who works in the field, etc.) as well as the location, date and length of each activity. (Paper or online questionnaire; structured, semi-structured, open interview; participatory or non-participatory observation; experiential learning activity; aptitude test; prototype evaluation; database analysis; laboratory exam; audio or audio-video recording; etc.)

UNIVERSITÉ SAINT·PAUL UNIVERSITY

SECTION C – PARTICIPANTS

C.1 Participants

1) Are adult participants deemed unable to give consent?	☐ Yes ☐ No
2) Are participants under the age of 17 (Ontario)? Are participants under the age of 18 (Quebec)? If yes to question 1 or 2, permission from the guardian	☐ Yes ☐ No ☐ Yes ☐ No
3) Are participants who are Quebec residents part of a high-risk group subject to a mandatory statement by virtue of the Youth Protection Act? (Children who are victims of abuse or negligence)	☐ Yes ☐ No
4) Are participants Aboriginal persons?	☐ Yes ☐ No
5) Will participants be recruited in a context that may prejudice the free character of consent? (Persons in a dependent situation, such as a workplace, an educational setting, a parish setting, in custody or in hospital, or any other situation where pressure can be exerted to participate in the research)	☐ Yes ☐ No
6) Can participation in the research involuntarily involve harm to participants in their workplace or place of study (e.g., with the employer, union, colleagues or professor), their family environment (relationship with spouse or relatives, etc.)? or other?	☐ Yes ☐ No
7) Can participants whose identifiable personal data will be collected be identified? (Naming the person in publications, research paper and thesis, participants who are known or easily identified in their own context, etc.)	☐ Yes ☐ No

C.2 Indicate the characteristics of participants (language, religion, cultural identity, etc.), how many there are, their role, where the research will take place, and the number of sessions. (Sampling method, selection criteria, the targeted sample size, age group, sex and milieu of participants.)

UNIVERSITÉ SAINT-PAUL UNIVERSITY

C.3 Indicate the exclusion criteria. Specify exclusions due to health risks for participants (pregnant women, the elderly, those with cardiovascular disease and others).

C.4 Specify the collection of confidential and private information. If the collection or extrapolation of this data will be done from a database, describe how you will obtain consent from the person responsible for the database.

C.5 If the research relies on participant observation, describe your role in the community.

UNIVERSITÉ SAINT-PAUL UNIVERSITY

SECTION D – RISKS

Describe the potential risks and disadvantages as well as the steps taken to minimize them. Indicate the available resources that are identified on the consent form.

Risks:			Disadvantages:		
Physical risks	☐ Yes	☐ No	Travel	☐ Yes	☐ No
Emotional risks	☐ Yes	☐ No	Anxiety	☐ Yes	☐ No
Family risks	☐ Yes	☐ No	Fatigue	☐ Yes	☐ No
Social risks	☐ Yes	☐ No	Inconvenience	☐ Yes	☐ No
Economic risks	☐ Yes	☐ No	Other (specify):		
Political risks	☐ Yes	☐ No			
Social repercussions	☐ Yes	☐ No			
Legal repercussions	☐ Yes	☐ No			

If you answered yes to any of the above, specify the nature and the likelihood of the risk or disadvantage. Also, please describe what plans are in place to prevent or limit the impact of these.

Risks:	Disadvantages:

SECTION E – RECRUITMENT

E .1. Describe, step by step, the recruitment of participants.

UNIVERSITÉ SAINT·PAUL UNIVERSITY

E.2 Describe how you will obtain permission from an institution to recruit participants.

E.3 Describe a participant's right to withdraw from the project (letters of recruitment and consent) and what will happen to data that is confidential and private.

SECTION F – FREE AND INFORMED CONSENT

F.1 How do you intend to obtain participants' free and informed consent?

F.2 Describe the process for obtaining consent from participants, from participants under 17 years of age (Ontario) or under 18 years of age (Quebec), parents, and parents or authorized third parties of adult participants who are legally incompetent to give consent.

Written consent: ☐ Yes ☐ No If yes, attach the consent form.

Verbal consent: ☐ Yes ☐ No If yes, attach the information sheet that will be used and specify the methods through which consent will be collected.

Consent to be collected in another way: ☐ Yes ☐ No
(Specify: for example, through an audio or video recording, electronic process, or other methods).

Consent not collected (implicit): ☐ Yes ☐ No
(Specify: for example, through an anonymous questionnaire or other methods).

UNIVERSITÉ SAINT-PAUL UNIVERSITY

Please give reasons for your choice and provide all documents that will be used with participants for this purpose.

F.3 Identify the team member responsible for recruitment and obtaining consent. Specify whether this person is in a position of authority or trust vis-à-vis the participants (professor, supervisor, employer, minister or priest). If yes, describe the measures taken to minimize coercion and the appearance of an abuse of power.

F.4 Describe any compensation offered to participants and why it is necessary.

F.5 Describe your strategy for disseminating research results to participants.

UNIVERSITÉ SAINT-PAUL UNIVERSITY

SECTION G – CONFIDENTIALITY

G.1. ANONYMITY

G.1.a What steps will be taken to protect, during the project and upon publication, the anonymity of participants and confidential and private information that is protected by law?

Please check:

☐ Coded or redacted data
(data where a person's name has been replaced by a code, a number or a fictitious name in the research documents, including transcriptions of interviews, publications, etc.)

☐ Anonymous or anonymized data
(data that does not contain people's names or any other information that could result in participants being identified, or whose information has been permanently erased)

☐ If other, please specify:

G.1.b Can participants be identified? ☐ Yes ☐ No

G.1.c Can names or confidential information be sent to other persons or organizations for use in other research?
☐ Yes ☐ No

G.1.d Can individuals be identified through searching a databank?
☐ Yes ☐ No

If you answered yes to one of these questions, please explain.

G.1.e Describe all use of confidential and private information for purposes other than those for which the information was collected and that could result in participants being identified (use of the person's name, participants who are known or easily identified, etc).

UNIVERSITÉ SAINT-PAUL UNIVERSITY

G.2 METHOD AND DURATION OF DATA STORAGE

Under the existing rules at SPU, data must be kept for a period of 5 years after the project ends. Describe the steps taken to ensure the confidentiality of data, dossiers, audio-visual material, artifacts, questionnaires and other items during the project and during the storage period, who will have access to the data, and how it will be destroyed.

Check all that apply:

- ☐ Coded participant
- ☐ Files / dossiers protected by an access code
- ☐ Computer protected by an access code
- ☐ Computer in a locked office
  - ○ Key to the filing cabinet and the office given only to research personnel
  - ○ Computer access codes given only to research personnel
- ☐ Other (please specify)

SECTION H – SIGNATURES

The applicant attests that he or she:

- ✓ Will respect the research steps described above.
- ✓ Is aware of the Privacy Act.
- ✓ Will adhere to the comments of the Research Ethics Board for the duration of the project.
- ✓ Adheres to the University's policy on research integrity and is not in any conflict of interest situation.
- ✓ Will advise the Research Ethics Board of the need for ongoing assessment following any change in the project and any new risk.
- ✓ Is responsible for the ethical conduct of the project, including that of research assistants, students and any other person under his or her supervision.
- ✓ Will begin the research once ethics approval is granted.

- ✓ That the information in this application is complete and accurate.

_____ _____

Applicant Date

_____ _____

Thesis director
(For student projects only)

Date

Print

Save