



The Banff Centre
inspiring **creativity**

Application for Ethics Review

Instructions:

This form must be completed, and attachments included, prior to the start of research involving human subjects. The completed application form, with attachments, should be delivered to: The Banff Centre, Research Ethics Board c/o Office of Research, 3rd Floor Donald Cameron Centre OR you may e-mail your signed application and all attachments to: Research@banffcentre.ca

1. Applicant

Name:

Department:

Position (at The Banff Centre):

Contact information:

2. Co-applicant(s) (Complete this information for each Co-applicant)

Name:

Department:

Position (including institutional affiliation):

Contact information:

Name:

Department:

Position (including institutional affiliation):

Contact information:

3. Title of Project

4. Estimation of Risks

Answer the following questions by indicating whether the research involves no risk, minimal risk, or more than minimal risk. (Minimal risk involves a level of risk no greater than a participant would experience in day-to-day life).

4.1. Psychological or emotional manipulations – might a subject feel demeaned, embarrassed, worried or upset? Could subject feel fatigued or stressed?

no risk minimal risk more than minimal risk

4.2. Are there questions that may be upsetting to the respondent? Does the study have the potential for identifying distressed or disturbed individuals?

no risk minimal risk more than minimal risk

4.3. Is there any physical risk or physiological manipulation?

no risk minimal risk more than minimal risk

4.4. Is any deception involved? Withholding of information to participants?

no risk minimal risk more than minimal risk

4.5. Is there any social risk—possible loss of status, privacy and/or reputation?

no risk minimal risk more than minimal risk

4.6. Do you see any chance that subjects might be harmed in any way?

no risk minimal risk more than minimal risk

4.7. Are the risks similar to those encountered by subjects in everyday life?

Yes No (if no, elaborate)

4.8. If you answer “more than minimal risk” to any of the above, elaborate.

Attached Not Applicable

4.9. If the study has the potential to be upsetting, describe the arrangements you have made to mitigate such effects.

Attached Not Applicable

4.10. If participants will not be fully informed of everything that will be required of them, prior to the start of the research, explain why.

Attached Not Applicable

5. Project Details

5.1. Is this an amendment/modification to a previously approved protocol? No Yes

5.2. Is the research sponsored? No Yes. If yes, list sponsor(s):

- .
- .
- .
- .
- .

5.3. Start date of work involving human subjects (YYYY/MM/DD):

5.4. Completion date (YYYY/MM/DD): _____

5.5. List the location(s) where the data are collected:

- .
- .
- .
- .
- .

5.6. Provide a succinct summary of the purpose, objectives, and aims of the research:

Up to 2 additional pages may be added, if required. Be sure to include a copy of your questionnaire(s) or test instrument(s): Attached Not Applicable

6. Recruitment of Subjects

6.1. Describe the “types” of participants (artists, musicians, general public from the community, etc.) that will be involved in the research. Discuss your selection/ recruitment methods.

Include a copy of your recruitment notice, advertisement, etc: Attached Not Applicable

6.2. When and how will people be informed of their right to withdraw from the study? What procedures will be followed for people who wish to withdraw at any point during the study? What happens to the information contributed to this point?

6.3. Do you plan follow-up procedures with participants? No Yes If yes, what are they?
Please provide details about the procedures you will use: Attached Not Applicable

7. Benefits

7.1. What are the likely benefits of the research to the researcher, the participants, the research community and society, at large, that would justify asking people to participate?

8. Privacy: Confidentiality and Anonymity

8.1. Check all that apply:

Participant contributions will be: public and cited anonymous confidential

8.2. Explain the steps you propose to respect an individual's privacy. Describe these precautions in terms of access to raw data, as well as in terms of the write-up of the results. Who gets the data and in what form?

8.3. Provide specific details about the security procedures for the data as well as plans for the ultimate disposal of records/data. Who will have access to confidential data now or in the future? Specify the length of time the data will be retained and the plans for disposal of records/data.

9. Informed Consent

9.1. Copy of the verbal or written explanation that will be provided to participants before they are asked for consent to participate is:

Attached Not Applicable

9.2. Copy of the informed consent(s) that will be distributed to each participant is:

Attached Not Applicable

9.3. If there is no written consent form, please provide an explanation for this and details about your alternative procedures. If obtaining verbal consent, a script, containing the same points normally covered by written consent, is required.

Attached Not Applicable

9.4. Are subjects minors or for other reasons, not competent to consent?

No Yes If yes, describe the alternative procedures: Attached

9.5. Do subjects have the right to withdraw at any time during the project?

Yes No If no, explain in an attachment: Attached

10. Signatures

I/We, the undersigned, certify that (a) the information contained in this application is accurate; (b) that conduct of the proposed research will not commence until ethical certification has been granted; (c) that the Research Ethics Board will be advised of any revisions to the protocol arising before or after certification is granted. Conduct of research using human subjects that has not received ethics certification is a breach of The Banff Centre policy on integrity in scholarly activity.

Applicant's signature: _____ Date: _____

Co-applicant's signature: _____ Date: _____

Submit your completed and signed application form and all attachments to:

The Banff Centre, Research Ethics Board c/o Office of Research
3rd Floor Donald Cameron Centre
107 Tunnel Mountain Drive
P.O. Box 1020 Banff, Alberta T1L 1A7
Research@banffcentre.ca