

**ST. STEPHEN'S COLLEGE
RESEARCH ETHICS APPLICATION PROCEDURE**

Please submit **four copies** of the *Overview of Research Project*, the *Application for Ethics Review*, the *Procedures for Observing Ethical Guidelines* and all accompanying materials to the Program Chair. One copy should be submitted to the student's Thesis Supervisor.

**ST. STEPHEN'S COLLEGE
OVERVIEW OF RESEARCH PROJECT**

Name:	
Project Title:	

Please provide a clear concise description of the purpose, significance and method of your research project. Give detailed explanations of how you intend to involve human participants, whether the participants are underage, legally incompetent, or otherwise could be considered "captive", and the conditions of their involvement. Please try to confine your project overview to two pages (about 800 words) maximum.

**ST. STEPHEN'S COLLEGE
APPLICATION FOR ETHICS REVIEW**

Name:	
Email:	
Project Title:	

Project Deadlines:

Starting Date:		Ending Date:	
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If your project goes beyond the ending date, you must contact the Research Ethics Committee in writing for an extension.

Student Program:

- DMin
- MPS/MAPPC
- MTS
- MTh
- BTS

The applicant agrees to notify the Research Ethics Committee in writing of any changes in research design after the application has been approved.

Signature of Applicant

Date

The supervisor of the study approves submission of this application to the Research Ethics Committee.

Signature of Supervisor

Date

**ST. STEPHEN'S COLLEGE
PROCEDURES FOR OBSERVING ETHICAL GUIDELINES**

You are required to follow the specific procedures for observing the St. Stephen's College **Ethical Conduct for Research Involving Humans**. Please describe clearly and concisely how you intend to observe the guidelines by answering each of the points below.

You are required to attach:

- A copy of consent form(s),
- A copy of any additional letter(s)
- A copy of any data gathering instruments.
In the case published instruments, only the name need be given.
In the case of interviews, sample interview questions must be included.

Please try to confine your written response to the following points to three pages or approximately 1000 words.

1. How will you explain the purpose and nature of your research to participants?
2. How will you obtain the INFORMED consent of the participants?
3. How will you provide opportunities for your participants to exercise the right to opt out?
4. How will you address anonymity and confidentiality issues?
5. How will you avoid threat or harm to the participants, to others, and/or to the researcher?
6. How will you provide for security of the data?
7. If you plan to use the information in other than the research report, how will you seek permission for secondary use of the data?
8. If you involve assistants or transcribers in your research, how will you ensure that they observe the ethical guidelines?
9. How will you address variable levels of reading comprehension in presenting the informed consent form to co-researcher?
10. Please describe any other procedure relevant to observing the ethical guidelines.