

TRENT UNIVERSITY - DEPARTMENT OF ANTHROPOLOGY

ETHICS COMMITTEE FORM

(This form is also available on the Trent Anthropology Department website. The address is: <http://www.trentu.ca/anthropology/graduate.html>, under the Forms heading).

1.	STUDENT'S NAME: _____	COURSE NAME & #: _____
	EMAIL ADDRESS: _____	INSTRUCTOR: _____
	PHONE #: _____	TITLE OF PROJECT: _____

2. **NOTE TO COURSE INSTRUCTOR:**

The Departmental Ethics Committee will not review any completed forms prior to them receiving your approval.

3. **NOTE TO THE STUDENT:** Please indicate that you have:

A. Read the Tri-Council Guidelines for Research on Human Subjects. These are available in the Anthropology Resource Room. They can also be read online by following the links under the heading 'Research' on the Trent website. **Yes**

AND

B. Read the following instructions: **Yes**

- i) Each researcher **MUST** retain evidence of receipt of informed consent (i.e. signed consent forms, taped consent). This is your responsibility. Please do not send them to the Department of Anthropology, your instructor, or to the Chair of the Ethics Committee.
- ii) The Ethics Form has to be submitted to your instructor in two ways:
 - send one paper copy to her/him
 - send one copy via an email attachment in Word. *Please do not use any other wordprocessing format.*
- iii) After receiving approval from your instructor, you are then required to forward one paper copy of the approved signed version to your instructor and one to the Chair of the Departmental Ethics Committee. If your communications with/approval of with your instructor have been done electronically, you can submit your approved form electronically to the Chair of the Ethics Committee. You must also forward a copy of the email to the Chair in which your instructor gives her/his approval of your completed form.
- iv) It is your responsibility to keep both a paper and an electronic copy of your ethics form.

- 4. BRIEF SUMMARY OF PROJECT:** (Attach on a separate sheet of paper. Please type)
Discuss both the content of your project and its methodology. Include here any details of any external funding that you might have for this project.)
 (THIS SECTION MUST BE NO MORE THAN 500 WORDS MAXIMUM)
- 5. A.** How will subjects be located? _____
- B.** Anticipated number of participants: _____
- C.** Timeframe for research : 1. Start date: _____ 2. Termination date: _____
- 6. A.** Is there any risk of physical or emotional harm to participants during or as a result of this research? NO YES
- B.** If yes, explain these risks and any benefits which might outweigh these risks.
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- 7. A.** Will written informed consent be obtained from all participants? Yes No
- B.** If written informed consent is to be obtained from any of your research subjects, attach at the end of this document a copy of your consent form.
- C.** If you intend to obtain consent verbally on a tape recorder for any or all of your research interviews:
- i)** Explain why this will be necessary.
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- ii)** Draft a statement that you will use to to explain your project and how you will ask for consent and attach on a separate piece of paper. (See Part 9A below).
- 8. A.** Will the privacy and confidentiality of all participants be preserved during and after your research? Yes No
- B.** If yes, explain how this will be guaranteed (for example who will transcribe/hear the tapes? Where will the tapes/fieldnotes be kept at the end of the project? If this is not to be an ongoing research project, you can also indicate that you will erase the tapes /destroy your fieldnotes. If it is to be part of an ongoing research project you can indicate where you will keep the tapes/transcripts/fieldnotes so that they will be secure.)
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- C. If no, explain why not AND include on your proposed consent form a section where participants, IF THEY WISH, can waive their rights to privacy.

9. CONSENT FORMS

Written consent forms should be used whenever possible, since they provide the best protection for subjects, researchers, and Trent University. If you are taping interviews, tape-recorded oral consent is also a possibility, but must be accompanied by taped description of the project, i.e., the equivalent of Part A.

Normally a consent form should have three sections: a description of your project and other details as outlined in Part A below; a paragraph which indicates what the research subject is committing to when s/he gives her/his consent (Part B below); and a place for the signatures of the subject(s) and the date (Part C). You should also offer your subjects a copy of your final paper.

SAMPLE CONSENT FORM

(THIS FORM MAY REQUIRE MODIFICATION DEPENDING ON THE NATURE OF YOUR PROJECT)

PART A:

(Give the title of the project. Then BRIEFLY describe the project, its purpose, risks, and benefits. You should also identify yourself, your affiliation to Trent, and the course and instructor for whom you are doing the research. You should also provide a phone number/email address for subjects to reach you if they have questions.)

PART B:

I have read the above description of the research in which I have been asked to participate and understand the possible risks and benefits involved. I have also been told that I may withdraw from this project at any time. I further agree that information I provide may be cited anonymously (or, in a way that I won't be identified as an individual) in the researcher's essay or other class work.

I voluntarily agree to participate in this project.

PART C:

Signature: _____
Name (Please print): _____
Date: _____

10. COMMENTS BY ETHICS COMMITTEE MEMBERS:

Ethics Committee Member: (name) _____
Date: _____

Comments: Accepted as stands Yes

Accepted if following changes are made Yes

Rejected. Must be resubmitted: Yes

Please forward this form back to the Chair of the Ethics Committee with an email indicating your approval of the project or not.

Ethics Committee Chair: (name) _____
Date: _____

Comments: Accepted as stands Yes

Accepted if following changes are made Yes

Rejected. Must be resubmitted: Yes

(The Chair will not give final approval to the research until all of the conditions stipulated by the Ethics Committee members have been satisfied. Research cannot proceed without the signature of the Chair.)

Comments:

Final Approval Given by Ethics Committee Chair: Yes

Signature

Date