

**Research Ethics Protocol Form for**  
**Undergraduate & Graduate Student**  
**Independent Studies**

**This form should be completed by the Supervising Instructor together with the student.  
The form will be reviewed by the Sociology Ethics Review Committee.**

**Supervising Faculty Member**

**Student's name**

**Student's Email**

**Academic Session**

**Project Title**

**Project Description: (including main research goal) (200 – 300 words)**

**Research Methodology: (500 - 800 words total)**

1. State the research question(s), data collection technique (interviewing, focus group, participant observation, naturalistic observation, etc.) and provide a copy of any specific tools used (questionnaires or a list of open-ended interview question topics etc.).

2. Does your study involve deception? If so, please explain its necessity. Is it likely to upset the research subjects if the deception is discovered?

3. Describe the people who will be participating as subjects in this project. If the people could be seen as members of a vulnerable group, mention any special circumstances that should be taken into consideration to allow this study.

4. Describe your plans to address EDI considerations in the research design. See SSHRC's [Best Practices in EDI](#) and [Guide to Addressing EDI Considerations in Partnership Grant Applications](#).

5. Explain how the psychological, social and/or emotional risks are no greater than those experienced in everyday life.

6. List any potential adverse scenarios and explain how you will plan for them.

7. Address any ethical issues that could arise in the project.

***For naturalistic observation***, describe the setting and measures to assure that no identifying information will be included in the research materials. Also discuss care taken to assure that the people observed will not be distressed if they learn of your project.

***For participant observation***, describe the setting, the participants, the consent process and any issues surrounding confidentiality.

***For interviewing individuals or focus groups***, describe the participants, recruitment strategies, consent process, interview guide, and any issues surrounding confidentiality.

**Student's Background:** Please describe the student's previous research experience in coursework or otherwise that is relevant for this project. Explain any extenuating circumstances. Also outline any other roles the student has which may affect the research (volunteer, work-role, or membership in a community, advocacy work etc.).

**Supervision Plan:**

Outline the supervision plan (frequency of meetings, checks in place to assure compliance with high ethical standards. For all projects, list any adverse scenarios and explain how you will plan for them.

**Please include the following:**

- an email from the instructor agreeing to supervise this project as described here (This serves as their signature.)
- an email from the student's own email account to serve as a signature
- consent documents (if interviews are involved)
- recruitment documents (if relevant)
- interview or observation guides (may be general topics or specific questions as appropriate)

***Reviewer's Comments*** Reviewer: Please comment on any ethical issues that could impinge on the rights of the research participants in the above course plan. If relevant, discuss issues in the following areas: Recruitment of Research Participants, Informed Consent, Privacy and Confidentiality Issues.

**Reviewer's Assessment**

- Project is approved as it stands
- Project is approved but includes the above comments as suggestions to the instructor/student
- More information is needed before this project can be approved
- This project poses greater risk than is normal in Sociology student projects and should be revised as indicated