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# Application for Ethics Exemption

*Questions with* \* are mandatory

[Name:\*](https://austaff-my.sharepoint.com/personal/pdaniels_athabascau_ca/Documents/Microsoft%20Teams%20Chat%20Files/)  Click or tap here to enter text.

[Faculty:\*](https://austaff-my.sharepoint.com/personal/pdaniels_athabascau_ca/Documents/Microsoft%20Teams%20Chat%20Files/)  Click or tap here to enter text.

[Project Title:\*](https://austaff-my.sharepoint.com/personal/pdaniels_athabascau_ca/Documents/Microsoft%20Teams%20Chat%20Files/) Click or tap here to enter text.

1. Project Description

1.1 Provide a clear statement of the purpose and objectives of the project. Include the context in which the need for the project has arisen. \*

Click or tap here to enter text.

1.2 Describe the type of data to be collected. \*

Click or tap here to enter text.

1.3 Describe how data will be gathered--from where and whom. Provide details about the methods and techniques of data collection and data analysis, and participant protocols/instruments to be used.\*

Click or tap here to enter text.

1.4 Proposed date for initial contact with participants or retrieval of pre-existing data. \*

Click or tap to enter a date.

1.5 Will this project span multiple years, with ongoing data collection and updates to reporting? \*

Choose an item.

1.6 Under which Article in [Chapter 2](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter2-chapitre2.html) of the Tri-Council Statement Ethical Conduct for Research with Humans (TCPS2) (2022) does your project fall. \*

Article 2.2 research relying on information that is publicly available through a mechanism set out by legislation or regulation and that is protected by law / or in the public domain where there is no expectation of privacy

Article 2.3 Observation of people in public places

Article 2.4 research relying on secondary use of anonymous information

Article 2.5 Quality Assurance / Improvement Studies

Article 2.6 Creative Practices

**1.7 If this project involves secondary use of pre-existing data which was originally collected for a different purpose, describe the original information/instructions given to the individuals when the data was gathered (and ensure copy(ies) of information/consent documents are attached).**

Click or tap to enter a date.

2. Proprietary Information and Confidentiality

2.1 Source Organization—Name of organization from which institutional data will be gathered or participants will be recruited. \*

Click or tap to enter a date.

2.2 Describe how results of the project will be disseminated (Check ALL that apply). \*

Final report to source organization

Presentation to source organization

Student paper submitted confidentially to AU instructor for course credit; not to be shared with classmates

Results posted to internal website accessible to institutional employees only

Article(s) to be submitted to professional journal(s)

Presentation(s) to professional conference(s)

Student paper submitted for AU course credit with permission to share within class

Results posted to publicly accessible website

2.3 Will results of this project be disseminated outside the source organization (e.g. outside Athabasca University, if that is the source organization)? \*

Choose an item.

2.4 Has Institutional Permission been obtained to access private corporate data, to support access for recruitment, or to allow external dissemination of results? \*

Choose an item.

2.5 Will the source organization (e.g. AU or other source organization) be identified in any external dissemination of results? \*

Choose an item.

2.6 If YES, to question 2.5, what rationale or justifications exist for identifying the source organization in publication?

Click or tap here to enter text.

3. Project Team Member Responsibilities and Relationships

3.1 Are any of the persons responsible for participant recruitment administering face-to-face surveys, analyzing personally identifiable data, or facilitating focus groups or interviews in a direct power or personal relationship with participants? \*

Choose an item.

**3.2 If Yes, to Q3.1, provide a description of those relationships.**

Click or tap here to enter text.

**3.3 Name of person responsible for secure storage and final disposition of primary data, identifiers and keys.** \*

Click or tap here to enter text.

**3.4 How and when will the final disposition of primary data, any identifiers and keys take place?** \*

Click or tap here to enter text.

4. Checklist

*NOTE: Please include all required attachments.*

Attachments:

Recruitment Materials

Information/Instructions Documents

Copies of all Research Instruments (e.g. questionnaires, surveys, interview/focus group guides)

Original Information/Consent Documents (if accessing pre-existing data)