**Checklist for undergraduate student submission to the Psychology Delegated Ethics Review Committee**

**Instructions**

This checklist is to be used to guide submission of research ethics protocols to the Department of Psychology delegated ethics review committee. Submissions can be made to the department delegated ethics review committee **ONLY IF:** a) the student’s supervisor is serving a purely supervisory, non-collaborative role (i.e. will not be a coauthor on any dissemination of findings), b) the proposed research does not involve animals, and c) is minimal risk – otherwise the ethics protocol must be submitted to the University HPRC for approval.

## DEPARTMENT OF PSYCHOLOGY

## Undergraduate Psychology Office

291 Behavioural

Science Building

[psyc@yorku.ca](file:///C%3A%5CUsers%5Cmuiseamy%5CDownloads%5Cpsyc%40yorku.ca)

|  |  |
| --- | --- |
| **Surname** Click or tap here to enter text. | **Given name(s)** Click or tap here to enter text. |
| **Email**  Click or tap here to enter text. | **Student Number**  Click or tap here to enter text. |
| **Degree & Year of Study**  Click or tap here to enter text. |
| **Title of Project (same as ethics protocol and consent form)** Click or tap here to enter text. | **Course**[ ]  Individual Research Project[ ] Specialized Honours Thesis[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Once completed, this checklist – along with the ethics protocol submission – should be submitted electronically to** **psychreb@yorku.ca****.**

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| --- | --- | --- | --- |
| **Supervisor Printed/ Typed Name** | **Collaborator?1**  | **Signature (or attach email approval)** | **Date** |
|  Click or tap here to enter text. |  [ ]  N |  Click or tap here to enter text. |  Click or tap to enter a date.  |

1 Collaborator means that your supervisor is more than just a “supervisor” for academic purposes (e.g., would be a co-author on a poster or publication resulting from the study). **IF your supervisor is a collaborator then ethics approval must be obtained from the Univerity HPRC.**

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| **Checklist** |
|[ ]  I have reviewed the ‘[Student Research Responsibilities](https://www.yorku.ca/research/wp-content/uploads/sites/39/2020/07/Student-Researcher-Responsibilities-09-14-17.pdf)’ document. |
|[ ]  I have reviewed the Office of Research Ethics [website](https://www.yorku.ca/research/human-participants/). |
| **I have submitted the following documents with my submission:** |
| [ ]  | [Individualized Protocol](https://www.yorku.ca/research/human-participants/)  |
| [ ]  | [Consent Form](https://www.yorku.ca/research/human-participants/) |
| [ ]  | Debriefing Form (if needed) |
| [ ]  | Appendix of Study Materials (e.g., survey measures, interview questions, experimental manipulations etc.) |
| [ ]  | [TCPS 2: CORE Ethics Certificate](https://ethics.gc.ca/eng/education_tutorial-didacticiel.html) |
|[ ]  Written response to previous reviews (IF resubmission) |

**Student Researcher Approval**

**Signature** Click or tap here to enter text. **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Research Supervisor Approval**

By signing this form, I confirm that (1) I am not a collaborator, and (2) I have advised the student of the following:

* Their respnsibilities as a researcher conducting research involving human participants;
* The rights of research participants;
* That all human participants in the research must have either signed or written consent form, indicated consent electronically, or have provided oral consent for their participation in research and that consent forms will be retained for two years following the completion of the research.

**Signature** Click or tap here to enter text. **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_