**HSS Ethics Committee: Expedited Review Approval Form**

There are 2 sections in this form.

**Section A:** Description and criteria for Expedited Review. Please read through this section to determine if your research qualifies for Expedited Review. If it does not qualify, please submit for Exempt Review or Full review.

**Section B:** If your research qualifies for Expedited Review, complete the Expedited Review Approval Form.

**Section A: Description and Criteria for Expedited Review**

Social, behavioural, and Educational Research (SBER) studies that qualify for Expedited Review present no more than minimal risk to participants. This review will follow the same ethical principles and standards upheld for Full Review.

**Criteria to Qualify for Expedited Review:**

* Research involves methodologies such as surveys, interviews, focus groups, evaluations (e.g., programs, curriculum, services etc.), and brief and harmless behavioral interventions, that do NOT qualify for Exempt Review.
  + Note: see Exempt Review form for categories, criteria, and details.
* Research involves collection of data through non-invasive procedures and devices, which have been cleared/approved for marketing (e.g., Fitbit, VR headsets etc.).
  + Note: Research that intends to evaluate the effectiveness of novel and untested devices and/or systems (e.g., applications) are not eligible for Expedited Review.
* Research presents no more than minimal risk to participants.
* Collection of data from digital, audio, video records that are for the purpose of research.

**Common Examples of Research under Expedited Review:**

* A study in which students undergo a novel teaching approach, curriculum, or program, that is not within normal or current teaching and learning practices. Student outcomes are taken as a measure to evaluate effectiveness.
* A study in which staff/employees experience a new program or policy, that is not within typical or current organizational practices. Staff outcomes are taken as a measure to evaluate effectiveness.
* A study in which participants view a stimuli (e.g., video on coping strategies) and have to respond to questions about their attitudes, motivations, and behaviours related to mental well-being.
* A study comparing learning or work performance between novice and experts.
* A study using interview and observations to examine the relationship between attitudes towards sustainability and recycling habits and behaviors.
* A study to identify and/or validate factors related to student/staff success and performance.
* A study to examine the relationship between student’s demographics and experiences with their school-to-work outcomes.

**Section B: Expedited Review Approval Form**

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| **Study Team Information** | | | |
| Name of Principal Investigator (PI): | | | |
| School / Dept: | | Email: | |
| Name of Research Supervisor (If Applicable): | | | |
| School / Dept: | | Email: | |
| **Research Team Members** | | | |
| Names of Team Members | Email | | School / Dept |
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| Project Start and End Dates: | | | |
| Title of Research: | | | |

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| **Summary of Research** |
| 1. **Research Purpose, Aim(s) & Research Question(s)**   *Provide a brief background to describe: (1) Importance of your research, (2) What gaps does your research aim to address, (3) Research Question(s) and hypothesis (if applicable), and (4) Variables to be measured/examined (300 – 500 words)* |
| 1. **Research Methodology & Procedures**   *Type of Study (Select as applicable):*  Archival, Existing, or Secondary Data  Survey, Questionnaire, Interview, Focus Group Discussion  Observations  Experiments, Quasi-Experiments, Interventions  Educational Research  Use of tested non-invasive/non-medical devices or applications  Deception  Other(s), please describe:  *Provide a description of your: (1) Research design, (2) Materials, and (3) Procedures (e.g all the steps taken in the procedures, duration for each individual data collection/ intervention).*    *(Append all your materials in Appendix Section A below.)* |
| 1. **Research Participant Information**   *State who are your participants, total number of participants, and age range. Describe where they are recruited from, and inclusion or exclusion criteria. Describe where and how participants will be recruited. Describe how informed consent will be sought from participants (where applicable).*   1. Are your participants minors (i.e., below 21 years old)?   *Yes*  *No*   1. If your participants are minors (individuals below 21 years old), are you requesting for a waiver of parental consent?   *Yes*  *No*   1. Are you requesting for a waiver of informed consent?   *Yes*  *No*  *If waiver of informed consent and/or parental consent is requested (for individuals below 21 years old), justify how your research meets each of the following criteria:*   1. *The research involves no more than minimal risk to the participants.* 2. *The participant is cognitively capable of making his/her own informed decision.* 3. *The waiver will not adversely affect the rights and welfare of the participants.* 4. *Participants will be provided with sufficient and relevant information after participation.* 5. *The research cannot be carried out without the waiver.* 6. Is there deception used in your study?   *Yes*  *No*  *If deception is used, describe how prospective consent will be sought, how steps are taken to minimize the effects of using deception, and how participants will be debriefed.*  *(Append your informed consent forms, briefing and debriefing sheets, and recruitment posts in Appendix Section B below).* |
| 1. **Data Collection, Confidentiality & Anonymity**   *Describe what data will be collected in your research. Describe how the team will ensure the de-identification of information, and confidentiality and anonymity of collected data. Describe who has access to the data, how data will be stored, and how long it will be stored for. Describe how will data be disposed.* |
| 1. **Reimbursement & Remuneration**   Will participants be reimbursed for their participation?  *Yes*  *No*  *If yes, describe what they will be reimbursed with and how they will be reimbursed:* |
| 1. **Risks & Benefits**   *Describe some possible risks that might be involved in your research. Justify why it is of minimal risk. Describe how the team will mitigate and minimize risks. Describe some anticipated benefits participants may get from participating in your research.* |

**Declaration**

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| I declare that the information provided is true and accurate at the time of submission. I am responsible for the conduct of the study, in upholding research ethics, to protect the rights and welfare of my research subjects.  I declare and confirm that failure to comply with national and institutional regulations and policies, may be subjected to disciplinary action and the suspension or termination of this research.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name & Signature of Principal Investigator** **Date of Form Submission** |

**Appendix A**

Append all research materials and measurement materials here.

**Appendix B**

Append all informed consent forms, briefing and debriefing sheets, and recruitment posts (e.g., posters, social media posts, emailers) here.