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

There are 2 sections in this form.

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

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

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

Social, behavioural, and Educational Research (SBER) studies that qualify for Full Review are studies that expose participants to more than minimal risk. Full review studies involve risks and discomforts that exceed those that they are commonly exposed in their ordinary day-to-day lives.

**Criteria to Qualify for Full Review:**

* Collection of data from digital, audio, video records that are for the purpose of research.
* Research involves sensitive and protected populations (e.g., children, individuals with physical and/or cognitive disabilities), or marginalized populations (e.g., prisoners).
* Research involves sensitive topics or information (e.g., mental health / status, disorders, violence, abuse etc.)
* Research involves procedures that are over a sustained period of time, or are intrusive, stressful, and/ or potentially traumatic.
  + Note: Stress can be physical, psychological, social, financial or legal.
* Research involves testing novel non-medical devices and/or systems (e.g., applications).
* Research that involves possible coercion or undue influence that induces or entices consent (e.g., excessive compensation, inequitable relationship etc.).
* Must have informed consent, and the informed/parental consent cannot be waived.

**Section B: Full 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 novel and untested 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. 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, 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. Account for any plans to publicly disseminate the results of the study.* |
| 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 this risk might be necessary for the purpose of this research. 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 instruments here.

**Appendix B**

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