## Protocols for Investigators Seeking Administrative Consent to Conduct Research at Niagara College

### Welcome

Thank you for considering Niagara College as a potential site for conducting your research. Niagara College supports research and values its benefits. At Niagara College, all investigators shall apply for administrative consent from the College.

To facilitate this process and to avoid any delays for interested researchers, Niagara College has developed this “Administrative Consent Form” to be filed by investigators. By completing and filing the form, investigators are seeking consent from Niagara College to conduct research at the College.

More details can be found in the Appendix at the end of this form.

**Instructions for Completing the Form (Description of Fields follows the table.)**

1. Complete all fields. Input “NA,” if not applicable.
2. Answer questions clearly and concisely.
3. Where applicable, attach all supporting documentation (e.g. copies of approval letters from sponsoring agency and/or from corresponding institution’s Research Ethics Board, survey questions, questionnaires, etc).
4. Email completed form to Katerina Gonzalez kgonzalez@niagaracollege.ca

Researcher will be notified by email if the study will proceed through the administrative consent process and next steps including ethical review.

|  |  |
| --- | --- |
| **Researcher(s) Name** | Click or tap here to enter text. |
| **Researcher(s) Title**  | Click or tap here to enter text. |
| **Institution/Agency**  | Click or tap here to enter text. |
| **Researcher(s) E-mail Address** | Click or tap here to enter text. |
| **Researcher(s) Background** | Click or tap here to enter text. |
| **Designation** | N/A [ ]  Doctorate [ ]  PhD[ ]  |
| **Study Title** | Click or tap here to enter text. |
| **Is this study part of the requirements for an academic program (e.g., Master’s thesis, doctoral work, etc.)?** **If so, please explain.** | Click or tap here to enter text. |
| **Research Objective**What do you hope to learn/measure? | Click or tap here to enter text. |
| **Summary of Research Project**Describe the study briefly. | Click or tap here to enter text. |
| **Study timeframe at/with NC (not necessarily the entire study timeframe):** |  FROM Click or tap to enter a date. TO Click or tap to enter a date. |
| **NC Role and/or Facilities Use**How is NC to be involved?Provide details as appropriate (be specific)* Physical space
* Equipment
* **Support from other departments**
* Partnerships with staff, departments
* Other
 | Click or tap here to enter text. |
| **Estimated Time Commitment requested of NC employees** | Click or tap here to enter text. |
| **Benefits for/to Niagara College** | Click or tap here to enter text. |
| **Research Participants**Who? Describe the participants. | Click or tap here to enter text. |
| **Number of Participants**If multiple phases, break the number down by phase. | Click or tap here to enter text. |
| **Time commitment per participant,** for example:* Length of interview
* Time to complete a survey
* Time to complete an activity
* Other

If multiple phases, state per phase. | Click or tap here to enter text. |
| **Participant Recruitment**How will this be managed? | Click or tap here to enter text. |
| **Risk to Participants** | Click or tap here to enter text. |
| **Incentives or compensation to participants*** Cash
* Gift card
* Other – please specify
* None

How will the incentives be distributed? When? | Click or tap here to enter text. |
| **Has another Research Ethics Board (REB) approved this study?**NOTE: While another Research Ethics Board (REB) may have approved this study, it must additionally undergo review by Niagara College's REB to assess any local considerations. | Yes [ ]  No [ ]  Pending[ ]  |
| **Methodology** – Briefly describe how the study will be conducted.For example:* Qualitative
* Quantitative
* How data is collected
* How data is used
* Other considerations
 | Click or tap here to enter text. |
| **Research Instruments to be used** – for example:* Surveys
* Questionnaires
* Recruitment posters
* Flyers
* Email communication
* Other – please explain

\*Kindly attach with submission | Click or tap here to enter text. |
| **Consent Process**How will participants consent to participation? | Click or tap here to enter text. |
| **Safeguarding Participants**How is confidentiality and privacy managed? | Click or tap here to enter text. |
| **Conflicts of Interests**Any perceived, potential, or actual conflicts of interest? | Click or tap here to enter text. |

**Definitions**

**Research Objective:** The objective(s) of the research project shall include a statement/s of what new knowledge is hoped to be gained.

**The Role of Niagara College:** What will the role of Niagara College be in relation to your research needs (e.g., use of physical space, equipment, or partnerships with staff, departments, etc.). What collaboration will you expect from Niagara College and with whom (e.g., faculty, departments, students, etc.). Please provide details.

**Summary and Purpose of Research Project:** Introductory summary of the proposed study shall be brief and shall provide sufficient information for the reader to understand the rationale, purpose, and methods of the research project. The purpose of the study shall include the main reason(s) why the study is being conducted. It may include the hypothesis/aim/research questions.

**Study timeframe at Niagara College:** The proposed date refers to the beginning of the recruitment and to the completion of collecting and analyzing data at Niagara College only. This includes the completion of reporting results.

**NC Role and/or Facilities Use:** What, where, and who may be involved at NC to complete this study: physical space, equipment, partnerships with staff departments, other? Has researcher already received agreement in principle with NC staff for facilities or equipment use?

**Research** **Participants:** The research participants shall include a description of who the participants will be, including exclusions/inclusions of certain groups (e.g., women, children, older adults, etc.) This information will help identify potential vulnerability of the participants.

**Number of Participants –** How many participants will be needed for this study? If there are multiple phases to the study, please indicate how many participants for each phase.

**Time Commitment Per Participant -** Describe the time investment participants will need to make to participate. If there are multiple phases to the study, please indicate the time commitment per phase.

**Participant Recruitment –** Describe how participants will be recruited for the study. Who would be involved, external or internal to NC personnel or agencies?

**Risk to Participants:** Describe the level of risks, including minimal risks.When evaluating the risks to participants, this is an evaluation of the risks of harm. Minimal risks are risks in which the probability of possible harms implied by participation in the research is no greater than those encountered by participants in the aspect of their everyday life that relates to the research.

**Incentives or compensation to participants:** Will the participants receive any incentive for participating in this research? How and when would the incentive be distributed?

**Methodology:** The methodology shall include all procedures to be used for involving participants, methods for collecting and analyzing data, as well as the type of data to be collected.

**Research** **Instruments:** Research instruments shall be a copy of all final documents such as questionnaires, surveys, interview/telephone scripts, recruitment posters, flyers, e-mail communication, etc.

**Consent Process:** How will the informed consent process be conducted? Please explain the consent process and attach consent forms provided to participants.

**Safeguarding Participants:** How will confidentiality and privacy of the participants be safeguarded? Consider explaining any labels, linkage of data, accessibility of data, storage of data (e.g., include location and for how long).

**Conflicts of Interests:** Are there any perceived, potential, or actual conflicts of interests? Conflicts of interests may vary from various forms (e.g., institutional, researcher/participant, etc.). Please identify any potential, perceived, or actual conflicts of interests. Provide an explanation of the actions that will be taken to deal with any conflicts.

**APPENDIX**

### **Investigators**

An investigator is any person, including a current student, faculty, or staff member of Niagara College who is proposing to conduct research that involves the participation of Niagara College and of its staff and/or students (e.g. investigators may be masters or doctoral thesis candidates, researchers conducting research projects funded by other institutions, etc.).

### **Protocols for Research Projects**

As a strong supporter of research, Niagara College is committed to ensuring that the research that is being proposed at the College (involving human participants, data, information, etc.) is feasible regarding the use of its physical space and/or equipment, timing, as well as time required by the college’s staff, faculty, students, etc.

Therefore, the College has developed special protocols to consider all research project proposals; these guidelines will also benefit investigators by preventing and avoiding any delays prior and during the application process for ethical review. Administrative consent must be attained through this “Administrative Consent Form” **prior to** submitting an application for ethical review.

### **Administrative Consent Form for Proposed Research**

All investigators shall register their intention to conduct research at Niagara College and apply for administrative/institutional consent by submitting the “Administrative Consent Form”. The proposed research will be reviewed for institutional fit and feasibility through a multi-staged process. If administrative consent is granted, the investigator may then complete the College’s application for ethical review.

It is important to understand that an application from investigators that has been submitted for ethical review will not be considered for review, if the “Administrative Consent Form” has not been filed and administrative consent granted. In addition, the approval of the form of intent does not guarantee clearance by the Niagara College’s Research Ethics Board (REB).