

## **MPPAL Student Research Ethics Review Application Steps**

Please plan ahead and submit your forms **at least two weeks before** the start of your research involving human participants (interviews, etc.) in order for the review process to complete. **You cannot start research involving human participants until your application is approved as per university policy and regulations.**

### **1. Complete online TCPS ethics tutorial**

- 1.1. Tutorial at <http://www.pre.ethics.gc.ca/english/tutorial/welcome.cfm>.
- 1.2. Save the PDF of the TCPS tutorial completion certificate.

### **2. Complete two forms**

- 2.1. While completing TD2 at <http://www.yorku.ca/grads/policies/td2.doc> make sure that you state clearly that the research is for academic purposes only, and provide information on how the human participants are to be selected and who they are. Make certain to obtain the appropriate signature from the course director or supervisor.
- 2.2. Modify and complete informed consent form at <http://www.yorku.ca/grads/forms/Informed%20Consent.doc> in light of your proposed project. Make sure that it is stated clearly that the research is conducted for academic purposes only and not for commercial use under purpose of research near top of the form. Also, make sure that you indicate how the data will be stored and for how long.

### **3. File the TCPS completion certificate, TD2 form and informed consent form**

- 3.1. Email the PDF of the three documents to Ms. Jasmattie Jewan at [jewan@yorku.ca](mailto:jewan@yorku.ca).
- 3.2. If you are unable to save the documents in PDF or scan the documents into PDF, you can submit the documents in hard copy to Ms. Jewan at the School of Public Policy and Administration (SPPA).

### **4. Wait for comments; revise and resubmit TD2 and informed consent form**

- 4.1. The SPPA Research Ethics Review Board will review your application and Ms. Jewan will email you any suggestions for revisions.
- 4.2. Revised versions of the forms must be emailed to Ms. Jewan. Once they are approved you will be notified by Ms. Jewan. Unless major revisions are requested, you do not need to obtain another set of signatures from the course director or supervisor when resubmitting the forms.

If you have any further questions please email Professor Thaddeus Hwong at [thwong@yorku.ca](mailto:thwong@yorku.ca). For more information please refer to <http://www.yorku.ca/grads/policies/ethics.htm>.