SHERIDAN RESEARCH HUMAN PARTICIPANTS POLICY – APPENDIX A

Standards for Assessing a Sheridan Research Ethics Board (SREB) Application
The Sheridan College Institute of Technology and Advanced Learning

1. It must be clear who is doing the research, what their affiliation with Sheridan is, and how they can be contacted.
2. Potential participants should be aware of any sources of funding for the project.
3. An appropriate administrator must be aware of this research and its ethical implications.
4. The purpose and importance of the research must be identified.
5. The research process must be described.
6. Anticipated methods of dissemination of the results must be disclosed.
7. Previous SREB reviews must be declared and the results submitted to the SREB.
8. Conflicts of interest of any kind must be declared.
9. Relationships regarding the exercise of authority with the participants must be disclosed.
10. The level of risk must be identified. Only studies involving minimal risk may be considered for delegated review. If not a minimal risk study, then a complete presentation to the SREB must be made.
11. Complete presentations to the SREB must be evaluated using a proportionate approach which requires a favourable balance of risks and benefits for a project to be approved.
12. If deception is being used, it must be completely justified and approved by the SREB.
13. The potential participants of the study, the method of selection, and what participants will have to do must be identified.

14. In considering research involving naturalistic observation, researchers and SREB should pay close attention to the ethical implications of such factors as the nature and environment of the activity being observed and the means of recording observations.

15. Research involving vulnerable persons will only be conducted if the research questions can only be addressed within that identified group and the research does not expose them to more than minimal risk without the potential for direct benefits. In such situations, the "minimal risk" threshold analysis must ensure that such vulnerabilities are not exacerbated by their inclusion in research.

16. A Sheridan "Informed Consent Form" is generally submitted in writing and signed by the participant or authorized third party describing the research, purpose, importance, participation, risks, benefits, compensation, protection of data, guarantees of anonymity (if appropriate), an explicit statement as to the voluntariness of participation and an explanation of the process for withdrawal.

17. Where written consent is culturally unacceptable, or where there are good reasons for not recording consent in writing, the procedures used to seek free and informed consent shall be documented.

18. The SREB may approve a consent procedure that does not include, or that alters, some or all of the elements of informed consent set forth above, or waive the requirement to obtain informed consent, provided that the SREB finds and documents that the:

    a) research involves no more than minimal risk to the participants;

    b) waiver is unlikely to adversely affect the rights and welfare of the participants;

    c) research could not practicably be carried out without the waiver or alteration; and

    d) participants will be provided additional pertinent information as appropriate and/or the waived or altered consent does not involve a therapeutic intervention.

19. For research involving incompetent individuals, the SREB shall ensure that, as minimum, the following conditions are met:

    a) The researcher shall show how the free and informed consent will be sought from the authorized third party, and that the research is being carried out for the participant's direct benefit or for the benefit of other persons in the same category. Where research is only for the benefit of others in the same category, the researcher must demonstrate that the research will expose the participant to minimal risk and minimal burden, and will demonstrate how the participants' best interests will be protected. Where a participant lacks the capacity to consent on their own behalf, researchers must still involve them in the decision-making process to the greatest extent possible.

    b) The authorized third party may not be the researcher or any other member of the research team.

    c) The continued free and informed consent of an appropriately authorized third party will be required to continue the participation of a legally incompetent participant.

    d) When a participant who was entered into a research project through third- party authorization becomes competent during the project, his or her informed consent shall be sought in order to continue participation.

    e) Where free and informed consent has been obtained from an authorized third party and in those circumstances where the legally incompetent individual understands the nature and consequences of the research, the researcher shall seek to ascertain the wishes of the individual concerning participation. The potential participant's dissent will preclude his or her participation.