

Checklist - Ethical Human Research – The unLibrarian

Thank you for downloading this checklist!

Checklist for Ethics Review based off TCPS Core 2 and various ethics boards templates on top of experience building research studies in academia and created by The unLibrarian in November 2022.

PDF Printing Instructions

For printable or fillable Checklist* ----- pages 2-5

For Checklist example ----- pages 6-8

For Checklist to print without line spaces ----- pages 9-11

**Note: The printable form also has enough space to use a fill & sign feature in programs such as Adobe Acrobat*

May you have a fruitful research project!

The unLibrarian

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Print OR Fill & Sign

Study Name :

Main Research Question :

PICO¹ framed question (for health research):

Item	Particulars	Notes	Flags
Date - Start			
Date - End			
Date - Received			
Date - Follow-up			
Date - Approved			
Study Information			
Multi-phase? (if yes, copy for a second table to ensure each is accounted for consistency)			
Type of research study			<input type="checkbox"/>
Participant demographics			<input type="checkbox"/>
Options for non-participants (Yes/No/Not Applicable)			<input type="checkbox"/>
Described methods in a step-by-step fashion			<input type="checkbox"/> x2

¹ PICO = Patient/Problem, Intervention, Comparison (if there is one specified), Outcome/Objective

Printable

Vulnerable population (yes OR no)			<input type="checkbox"/> x2
Support and Disclosure for difficult subjects (Yes/No/Not Applicable)			<input type="checkbox"/>
Inconveniences			<input type="checkbox"/> x2
Recruitment			<input type="checkbox"/>
Are there any follow-up procedures (Yes/No/Not Applicable)			<input type="checkbox"/>
Consent Letter			
Consistent with application (Yes/No - ie. time required, method, etc)			<input type="checkbox"/>
Ethics board identified as a point of contact and which ones (Yes/No)			<input type="checkbox"/>
Retraction statement (Yes/No - Participation can end any time and describes what is done with their data)			<input type="checkbox"/>

Printable

Printed Name and Written Name Placements (Yes/No)			<input checked="" type="checkbox"/>
Solicitation Communications			
Consistent (Yes/No, explain if No)			<input type="checkbox"/>
Additional Considerations			
Partner approvals (i.e.. schools & districts, reserves, non-profits)			<input type="checkbox"/>
Consideration of these aspects specifically <ul style="list-style-type: none"> - Respect - Justice - Wellness - Autonomy 			<input type="checkbox"/>
All languages of participant made clear and documents submitted accordingly (Yes/No)			<input type="checkbox"/>
Logistically Possible given the methods, participants, and time frame (Yes/No)			<input type="checkbox"/>

Printable

Will the study data be available to be used by future researchers? (Yes/No)			<input type="checkbox"/>
Will data or document be shared with partners or participant? (Yes/no)			<input type="checkbox"/>
		FLAG COUNT	/23

Any other Notes and Concerns:

Ratio Explanations

Rating	Risk Level
1-3	Low Level Risk or very easy corrections for immediate approval
3-7	Review study for some modifications as a whole to be reviewed
7-15	Review study for significant modifications and submit for a fresh review
15-22	Do not proceed with study unless completely revamped to ensure safety conditions are met

Note: Flags with x2 means to count them as two points rather than as a single point.

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Example

Study Name: **Youth and imagery used in schools - How much does it matter?**

Main Research Question: **How do the most popular YouTube videos impact youth?**

PICO² framed question (for health research): **Youth, YouTube, Emotional Reactions**

Item	Particulars	Notes	Flags
Date - Start	2023-01-01		
Date - End	2023-10-31		
Date - Received	2022-10-31		
Date - Follow-up		Next meeting to be December 7th	
Date - Approved			
Study Information			
Multi-phase? (if yes, copy for a second table to ensure each is accounted for consistency)	NO		
Type of research study	Focus Groups		<input type="checkbox"/>
Participants	12 to 17 yo		<input type="checkbox"/>
Described methods in a step-by-step fashion	20-30 minutes eye tracking	Exposes them to scary scenes and rates their reactions	<input checked="" type="checkbox"/> x2
Vulnerable population (yes OR no)	YES	There may be ages too young for these video	<input checked="" type="checkbox"/> x2
Support and Disclosure for difficult subjects (Yes/No/Not Applicable)	NO	Will the guidance counsellors be informed and on standby?	<input checked="" type="checkbox"/>
Inconveniences	Fatigue	Exposure to unsettling imagery	<input checked="" type="checkbox"/> x2
Recruitment	School – third party	How has their members given consent to have their names shared?	<input checked="" type="checkbox"/>
Power Dynamics (student-teacher, employee-employer, etc)	Yes	They have been mitigated	<input type="checkbox"/>
Are there any follow-up procedures (Yes/No/Not Applicable)	No	But there ought to be	<input checked="" type="checkbox"/>

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Example

Consent Letter			
Consistent with application (ie. time required, method, etc)	NO	Missing Step of where they are meeting	<input checked="" type="checkbox"/>
Ethics board identified as a point of contact (Yes/No)	YES		<input type="checkbox"/>
Retraction statement (Yes/No = Participation can end any time and describes what is done with their data)	YES		<input type="checkbox"/>
Printed Name and Written Name Placements (Yes/No)	YES		<input type="checkbox"/>
Solicitation Communications			
Consistent (Yes/No, explain if No)	YES	Submitted for Facebook, Twitter, Printed Media, and Emails	<input type="checkbox"/>
Additional Considerations			
Partner approvals (i.e.. schools & districts, reserves, non-profits)	YES	Only one of the cities though	<input checked="" type="checkbox"/>
Consideration of these aspects specifically <ul style="list-style-type: none"> - Respect - Justice - Wellness - Autonomy 		When exactly will the eye tracking take place? If during school hours, how will they make up for the lost work or what will the other students be doing?	<input checked="" type="checkbox"/> x2
All languages of participant made clear and documents submitted accordingly (Yes/No)	Yes	English Only	<input checked="" type="checkbox"/>
Logistically Possible given the methods, participants, and time frame (Yes/No)	Yes		<input type="checkbox"/>
Will the study data be available to be used by future researchers? (Yes/No)	No		<input type="checkbox"/>
Will data or document be shared with partners or participant?	Yes	Detailed knowledge translation plan appended	<input type="checkbox"/>

Example

(Yes/no)			
		FLAG COUNT	14/22

Any other Notes and Concerns:

N/A

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Simple Print – No line spacing

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PICO³ framed question (for health research):

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