REVISED REG FORM (April 2025)

- In April 2025, a number of questions in the regular application form on eReviews were added and/or revised. This was done to reflect the evolving nature of research ethics and to align with the TCPS 2 (2022).
  - No updates/revisions are required for projects that have already been approved.
  - If you are using a previous application form as a guide when completing a new application, please review the form carefully as answers may no longer correspond to the questions.

Q #	OLD QUESTION	NEW/REVISED QUESTION
1.5	Provide 5-10 relevant references.	[Moved old Q4.3 here] Describe the research team's experience or training relevant to this project (e.g., population, topic, methodology).
After 2.10	File attachment section	[Moved old Q1.5 here] Append a copy of the Reference List from Question 1.2.
3.2	Describe when data collection will occur (e.g., interviews with school children will take place outside of class time; focus groups with employees will take place during working hours, etc.).	[Combined old Q3.2 & Q3.3] Describe when and where data collection will occur (e.g., interviews with students will take place outside of class time in the library; online surveys using Survey Monkey; focus groups with employees will be during lunch hours via Zoom; observations at sporting events, etc.). Provide details for each type of data collection and/or group of participants.
3.3	Describe the location of data collection (e.g., library of John Smith Elementary School, uOttawa laboratory, etc.).	[Moved old Q5.2 here] Explain if participants will have the opportunity to review their transcripts. If so, outline the instructions that will be provided to them (e.g., timeline for review, if text can be changed, security measures that will be taken when sharing documents, etc.). **This information should appear in the consent document. If this is not applicable to your project or if transcripts will not be shared with participants, indicate N/A.
4.3	Describe the research team's experience or training relevant to this project (e.g., population, topic, methodology).	[New] Describe the anticipated dissemination plan (e.g., student thesis, conference presentations, written papers, report for organization, creative works, documentary films, etc.).
5.1 Y/N	Directly identifying information: Information that identifies a specific individual through direct identifiers (e.g., name, email address).	[New] Will the researchers have access to identifying information at any stage of recruitment, consent, or data collection? For example: An individual's name, email address, organizational names and titles, photos or videos showing the face, ISPR number, etc.).
5.1 Y/N	Indirectly identifying information: Information that can reasonably be expected to identify an individual through a combination of indirect identifiers (e.g., date of birth, IP address, place of residence, unique personal characteristic)	[New] Will the researchers be anonymizing the data by removing identifiable information at any stage of data analysis or publication? For example: masking an organization's name, using codes or pseudonyms, blurring video-recordings, etc.
5.2	Will you ask participants to review their transcripts?	[New] Will you be sharing identifiable data amongst the research team or with others outside of the research team?

6.4	Data collection and analysis – physical safeguards: Describe how you will ensure the physical security of the data and other research information (e.g., consent forms), including the storage location. For example, the completed surveys will be kept in a locked cabinet in [location]; the USB key containing interviews will be in a safe at a hotel in the field, etc.	[Combined old Q6.4 & Q6.5] Data collection and analysis: Describe the security safeguards that will be used to store all data and research documents during data collection and analysis. For example, data will be saved on uOttawa OneDrive on a password protected laptop; signed consent forms will be kept in a locked cabinet in home office of PI; the encrypted USB key with recordings will be in a safe at a hotel when in the field; biological samples will be stored in a uOttawa lab.
6.5	Data collection and analysis – technical safeguards: Describe the technical security measures (e.g., encryption, password protection) that will be used to securely store all electronic data (e.g., online survey data, recordings, computer files).	[New] Describe the identifiability of stored research data (e.g., email addresses as contact information, faces in video-recordings, names and codes in master lists, names on consent forms). If any identifying information will be retained, explain how it will be securely stored and for how long. Consider if identifying information is needed so that participants can withdraw their data or receive their compensation. **This information should be included in the consent document.
6.7	Indicate the anticipated starting time of the conservation period (e.g., following the completion of data collection).	[New] If you plan to retain data indefinitely, provide a justification (e.g., data use for future research, comply with funding or journal requirements, align with open science practices, etc.). If you are not planning on keeping data indefinitely, indicate N/A.
7.2	In some situations, it is possible for exceptions to be made to the general rules regarding informed consent…	[New] Describe how and when participants will be informed of their right to withdraw from the project, and outline what will be done with the participant's data if they request to withdraw. If it will not be possible for participants to withdraw their data, provide justification. **This information should be included in the consent document.
7.5	Are there any supervisory (e.g., professor-student, employer-employee, doctor-patient) or trust-based (e.g., relative, friend) relationships between persons obtaining consent and the participants?	[Combined old Q7.5 & Q7.6] Are there factors by which participants could feel pressure to participate or perceive that they may be penalized for choosing not to participate in the project? For example: access to services, influence on grades, impact on personal/professional relationships, etc.
7.6	Are there other factors by which participants could feel pressure to participate or perceive that they may be penalized for choosing not to participate in the project?	[New] Subsequent use of data: Will the data potentially be used for other purposes in the future (e.g., teaching, future analysis, publishing of dataset, archiving in an institutional repository, etc.)?