University of Guelph

Research Ethics Board (REB)

Supplement I: Sona

# DIRECTIONS

## How to submit:

* This document can ONLY be submitted as a supplement to the main REB Application form.
* Email the completed form as a Word document along with the rest of the submission package to reb@uoguelph.ca.

## How to answer questions:

* The questions asked are:
	+ drawn from the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans, 2nd Edition ([TCPS2](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/))
	+ based on the Sona system. For information, please contact your departmental administrator(s)
		- [Psychology Participant Pool (Sona)](https://www.uoguelph.ca/psychology/research/sona)
		- Marketing and Consumer Studies contact Rita Raso at rraso@uoguelph.ca
* Not all questions will apply to your research. Feel free to choose the n/a option, or explain in a text box. Do not leave questions unanswered.
* Full functionality of the form will not be available if you edit in Word Online (browser editing on Office 365). Instead, download a copy to your computer and edit in Word.
* This form is ‘unlocked’ to allow the ‘cut and paste’ function and the ‘track changes’ function to be used. You can use CTRL + F to navigate the form or go to ‘View’ and choose “Show Navigation Pane”. Please do not delete questions you think do not apply – just choose n/a.

# SECTION I.A: SURVEY PLATFORM

[ ]  This is section does not apply.

If you are using a survey, please **submit a copy of the survey questions**

## I.A.1

If you are using the internal Sona based survey, please answer the following questions:

If the course credit is linked automatically, will the tracking name or identifying name used to assign course credit be at any time associated with the data?

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How long will the linkage occur, and to whom will it be accessible?

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## I.A.2

If you are using Qualtrics, please answer the following questions:

Describe how you will grant course credit (through Survey Code or External Study Credit Granting feature for example

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Describe how the participant can withdraw and still receive credit.

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Will an identifier be at any time associated with the data?

[ ]  No

[ ]  Yes

If yes, indicate for how long, and to whom it is accessible.

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## I.A.3

If you are NOT using Qualtrics or the internal Sona based survey:

Justify why you have chosen not to use Qualtrics and describe the survey software you will be using.

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Describe how you will grant course credit.

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If an identifier will, at any time, be associated with the data, indicate for how long, and to whom it is accessible.

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# SECTION I.B: PRE-SCREENING DETAIL

[ ]  This is section does not apply.

If you are using pre-screening, please **provide** **a copy of the pre-screening questions:**

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# SECTION I.C: MASS TESTING

[ ]  This is section does not apply

## I.C.1

Is this application an application for mass testing questions ONLY?

[ ]  No, proceed to I.C.2

[ ]  Yes

State why these questions are being included on mass testing

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Discuss the larger research project to which these questions pertain. Include REB# when/if available.

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## I.C.2

Are mass testing questions linked to this study?

[ ]  No

[ ]  Yes

If yes,

Who on the research team will have access to the student ID linked to the mass testing data, and the student ID linked to the study data in order to merge the two data-sets?

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How long will identifiers be liked to study data?

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How long will identifiers be liked to mass testing data?

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How long will identified data sets be stored?

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# SECTION I.D: NON SURVEY RESEARCH

[ ]  This is section does not apply

## I.D.1

Does your project involve face to face meetings in (for example) a computer lab? If so, discuss how transfer of participant ID to SONA administrators will be managed. Include how long the research team will hold the data, and how it will be stored.

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# SUPPLEMENT I: OPTIONAL INFORMATION

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