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# Ethics Applications for Honours Thesis



UNIVERSITY OF  
**WATERLOO**

Department  
of Psychology

# Checklist for submitting your Ethics Application

*(see Honours Thesis Handbook)*




- ✓ Step 1 TCPS2-2022 (CORE) Ethics Tutorial
- ✓ Step 2 Create an ethics application
- ✓ Step 3 Research Proposal
- ✓ Step 4 Oral Presentation
- ✓ Step 5 Receive Full Ethics Clearance
- ✓ Step 6 Amendments

# Checklist for submitting your Ethics Application

*(see Honours Thesis Handbook)*



- ✓ Step 1 TCPS2-2022 (CORE) Ethics Tutorial
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# Step 1

## TCPS2 (CORE) Ethics Tutorial

<https://tcps2core.ca/welcome>

TCPS 2: CORE  
Welcome

Panel on Research Ethics  
www.pre.ethics.gc.ca

More Information<sup>1</sup>  
Rollover Glossary<sup>2</sup>  
External Link<sup>3</sup>  
Internal Link<sup>4</sup> >

### TCPS 2: CORE — Tutorial

The online tutorial TCPS 2: CORE (Course on Research Ethics) is an introduction to the 2nd edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)*. It consists of eight modules focusing on the guidance in TCPS 2 that is applicable to all research regardless of discipline or methodology.

The purpose of TCPS 2: CORE is to provide an introduction to TCPS 2, primarily for researchers and, secondarily, for **REB**<sup>2</sup> members.

If this is your first time accessing TCPS 2: CORE, we suggest you click on the "CORE User Guide" for some tips on navigating the modules. There are also some other useful links below. Or you may go directly to the program by clicking the Log In button at right.

- > CORE User Guide
- > FAQ
- > Acknowledgements
- > Terms of Use
- > Glossary
- > Copyright
- > Help/Contact Us
- > Institutional Access

**LOGIN TO CORE / CREATE ACCOUNT**

Best viewed at a screen resolution of 1280 x 720 pixels.

Home Glossary FAQ Help/Contact Us Acknowledgements Login & Progress Report

Government of Canada / Gouvernement du Canada

Go to the URL above and click on this link to start tutorial

*This tutorial must be completed BEFORE an ethics application is submitted.*

## Welcome David McLean

The modules are numbered in the suggested order. However, they can be completed in any order and can be used to review individual topics. Each module ends with 4-5 quiz questions for you to test the knowledge that you have acquired. CORE-2022 also includes a knowledge consolidation exercise consisting of 25 multiple-choice questions randomly selected from a larger question bank. To obtain a CORE-2022 Certificate of Completion, you will need to correctly respond to 20 questions (80%). Those who do not correctly respond to at least 20 questions will not obtain a Certificate of Completion. However, they will have the opportunity to retake the knowledge consolidation exercise.

Completing CORE-2022 should take approximately 4 hours. The course is self-paced. It is therefore possible to complete the different modules over multiple sessions. All the modules must be completed before taking the knowledge consolidation exercise.

### Core Modules

Module	Status	Options
Module A1 - Introduction	Completed: April 27, 2022 at 8:40 PM	<a href="#">Review</a>
Module A2 - Scope of TCPS 2	Completed: April 27, 2022 at 8:50 PM	<a href="#">Review</a>
Module A3 - Risks and Benefits	Completed: April 29, 2022 at 2:07 PM	<a href="#">Review</a>
Module A4 - Consent	Completed: April 29, 2022 at 2:36 PM	<a href="#">Review</a>
Module A5 - Fairness & Equity	Completed: April 29, 2022 at 3:11 PM	<a href="#">Review</a>
Module A6 - Privacy and Confidentiality	Completed: April 29, 2022 at 3:34 PM	<a href="#">Review</a>
Module A7 - Conflicts of Interest	Completed: April 29, 2022 at 3:45 PM	<a href="#">Review</a>
Module A8 - Research Ethics Board Review	Completed: April 29, 2022 at 3:58 PM	<a href="#">Review</a>
Module A9 - Research involving Indigenous Peoples	Completed: April 29, 2022 at 4:15 PM	<a href="#">Review</a>

# Step 2 – Create an ethics application

You must received Full Clearance **before** data collection can start

To create/complete an ethics application your Faculty Supervisor will need to start the application, or you can with their permission.

Log in at the Office of Research Ethics' website at:

<https://uwaterloo.ca/research/office-research-ethics/research-ethics-system-login>

A training guide is also available from this web page.

The screenshot shows the University of Waterloo Research Ethics System login page. The header includes the University of Waterloo logo and navigation links: ADMISSIONS, ABOUT WATERLOO, FACULTIES & ACADEMICS, OFFICES & SERVICES, SUPPORT WATERLOO, and a search icon. The main heading is "RESEARCH". The page content is titled "Research Ethics System login" and includes a description of the system, a "LOG IN TO THE RESEARCH ETHICS SYSTEM" button, and instructions for logging in. There are also sections for "Questions", "Training", and "Records from the previous system".

UNIVERSITY OF WATERLOO

ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO

RESEARCH

Home

Research excellence >

About research >

Find and manage funding >

Forms >

Research ethics >

Research integrity >

Research with animals

Research with human participants

Research using tissue or bodily fluids

Research Ethics and Integrity Advisory Committee

Research ethics system login

Research ethics system training

Technology transfer and commercialization >

INFORMATION FOR

Faculty >

Industry

Research » Research ethics »

## Research Ethics System login

The Research Ethics System is the University's online system that supports the development, review, and clearance of research ethics applications.

**LOG IN TO THE RESEARCH ETHICS SYSTEM**

Log into the system using your WatIAM credentials. If you are not a UWaterloo member, please contact [researchethics@uwaterloo.ca](mailto:researchethics@uwaterloo.ca) to request access.

Please use current versions of Chrome, Firefox, Safari, and Microsoft Edge when using the system.

### Records from the previous system

Active records in the previous system have been migrated to the new Research Ethics System and mapped to the Principal Investigator (PI)/Faculty Supervisor's WatIAM account. Student investigators, or other member of the research team, may not see the application when logging in. Please work with your PI to be added to an application. The PI will need to open the application, select amend, and add you to the People section. The PI must also select "full access" if you will be creating amendments in the system. For further instructions, please review the training guide for [locating records from the previous system](#).

Applications that were "under development" (i.e. not assigned a number)

### Questions

Contact [researchethics@uwaterloo.ca](mailto:researchethics@uwaterloo.ca)

### Training

View upcoming [drop-in sessions](#)

View the [Research Ethics System training guide](#)

# Step 2 – Create an ethics application

You must received Full Clearance **before** data collection can start

To be added to the system you must first log in using your WatIAM credentials.

**Honours Thesis students are not to be added as external investigators**

You can then complete the application / amendment.

Only your Faculty  
supervisor can  
submit the  
application / amendment.



Login to Kualii SaaS

WatIAM ID

Password

[Forgot your password?](#)

Don't Remember Login

Login

The University of Waterloo SAML Identity provider (IdP) provides federated authentication to services available to the University of Waterloo. Ensure that you logout and exit your browser when finished.

# Step 2 – The Research Ethics System training guide

The screenshot shows the top navigation bar with the University of Waterloo logo and links for Admissions, About Waterloo, Faculties & Academics, Offices & Services, and Support Waterloo. Below this is a yellow bar with the word "RESEARCH" in bold. The main content area has a left sidebar with a navigation menu including Home, Research excellence, About research, Find and manage funding, Forms, Research ethics (with sub-items like Research integrity and Research with animals), Research using tissue or bodily fluids, Research Ethics and Integrity Advisory Committee, Research ethics system login, Research ethics system training (highlighted), Technology transfer and commercialization, and INFORMATION FOR Faculty and Industry. The main content area is titled "Research Ethics System training guide" and includes sections for "Getting started" (with links for Logging in, Locating records from previous system, and Navigating the system), "Creating an application" (with links for Beginning the application, Choosing an application type, Viewing the full application, Answering application questions, and Uploading files), "Submitting an application" (with a link for Submitting an application), and "Amending an application". There are two buttons: "VIEW THE TRAINING GUIDE" and "VIEW THE IMPORTED RECORDS GUIDE". A red arrow points from the "Viewing the full application" link to the next screenshot.

The training guide for the Research Ethics System (available at <https://uwaterloo.ca/research/office-research-ethics/research-ethics-system-login/research-ethics-system-training-guide>) provides information on getting started in the system, creating an application, and amending an application.

The Faculty Supervisor is to be listed as the Principal Investigator and needs to submit the application/amendment for review.

## NO PAPER

This screenshot shows the "Beginning the application" page. It features the same navigation bar as the first screenshot. The main content area is titled "Beginning the application" and includes a "New Protocol" button and two buttons for "Animals" and "Humans". Below these buttons is a form with a "Principal Investigator / Faculty Supervisor" field and a "Department" field. A red arrow from the previous screenshot points to the "Viewing the full application" link in the first screenshot, which corresponds to this page.



# Step 2 – The Research Ethics System training guide

The screenshot shows the top navigation bar with the University of Waterloo logo and links for Admissions, About Waterloo, Faculties & Academics, Offices & Services, and Support Waterloo. Below this is a yellow bar with the word "RESEARCH" in bold. The main content area has a breadcrumb trail: "Research » Research ethics » Research ethics system login »". The title "Research Ethics System training guide" is prominently displayed. Underneath, there are sections for "Getting started" (with links for Logging in, Locating records from previous system, and Navigating the system), "Creating an application" (with links for Beginning the application, Choosing an application type, Viewing the full application, Answering application questions, and Uploading files), "Submitting an application" (with a link for Submitting an application), and "Amending an application". Two buttons are visible: "VIEW THE TRAINING GUIDE" and "VIEW THE IMPORTED RECORDS GUIDE". A red arrow points from the "Viewing the full application" link to the next screenshot.

- Note, the system is now for several years been a paper free system. You will still see references to Form 101, which was the name of the old New Protocol Form however if you try to find it, you will not.
- This is the same for an amendment, which people still refer to as Form 104.

**NO PAPER**

This screenshot shows the "Beginning the application" page. It features the same navigation bar as the previous page. The breadcrumb trail is "Research »". The title "Beginning the application" is followed by a sub-header "New Protocol" and a button "+ New Protocol". Below this, there are two buttons: "Animals" and "Humans". A text box below the buttons says: "You can begin a new application by selecting 'New Protocol' then either 'Animals' or 'Humans' as appropriate." At the bottom, there is a form with a label "Principal Investigator / Faculty Supervisor" and a text input field. Below that is a label "Department" and another text input field. A note at the bottom states: "Click between the question and the line to start typing. You will find that many questions provide additional information to guide you through the process."

# RESEARCH

[Home](#)[Research excellence](#) >[About research](#) >[Research equity and inclusion](#) >[Find and apply for funding](#) >[Financial management](#)[Forms](#) >[Research ethics](#) ▾[Research integrity](#) >[Research with animals](#)[Research with human participants](#)[Research using tissue or](#)[Research](#) » [Research ethics](#) »


## Research Ethics System Login

The Research Ethics System is the University's online system that supports the development, review, and clearance of research ethics applications.

LOG IN TO THE  
**RESEARCH ETHICS SYSTEM**

### Research Ethics Review During COVID-19 Pandemic (updated May 2, 2022)

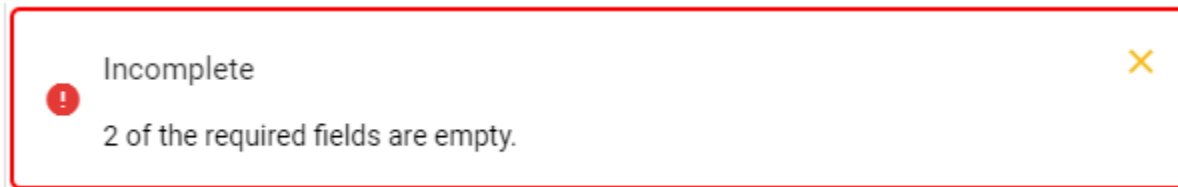
Until further notice:

 David McLean Include all protocol versions Export to CSV[+ New Protocol](#)[Advanced Filter](#) ▾[Saved Filters](#) ▾[Manage Columns](#)

## Step 2 – Submitting the ethics application

- ❖ The Faculty Supervisor submits the application. Please contact them when this process is ready to be completed.

If there are any errors, the Faculty Supervisor will be notified at the top of the application.



- ❖ Once the application has been submitted by the Faculty Supervisor (listed as a Principal Investigator), the DERC Officer will assign it for review.
- ❖ Once submitted, you can check the status of the application at the top of the application.

<u>Submission Type</u>	<u>Review Type</u>	<u>Status</u>	<u>Time in Current Status</u>
New		Submitted for Review	Since July 22 – a few seconds

# Step 3

## Research Proposal

- Reviewed/approved by Supervisor

# Step 4

## Oral Presentation

- *To receive departmental approval of project*

# Step 5

## Receipt of ORE Full Clearance

- Data collection may begin

UNIVERSITY OF WATERLOO

ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO

SEARCH

## RESEARCH

Provide feedback on new Tri-Agency research fund by August 27

Home

- Research excellence >
- About research >
- Find and manage funding >
- Forms >
- Research ethics >
- Technology transfer and commercialization >

**INFORMATION FOR**

- Faculty >

### Ideas start here

Ideas start at the University of Waterloo, and the Office of Research helps convert ideas into opportunity.

The Office of Research is the university's central point connecting scientists on campus or associated with Waterloo to opportunities for [funding](#) and a variety of services, including [commercialization](#). Office of Research staff support researchers through the many phases of research including [ethics review](#) and [managing funds](#).

Research is an integral and intensive area at Waterloo. In 2016-17, faculty, staff, and students attracted more than \$205 million from public and private sources to fund research across a spectrum of

HAVE YOU DISCLOSED YOUR IP?  
**Find out how**

OUR PEOPLE  
**CONTACT US**

**FUNDING OPPORTUNITIES**

**WARNING!! Allow 3 – 4 weeks to obtain Full Ethics Clearance**

# Step 6 – Submitting an Amendment

UNIVERSITY OF WATERLOO

ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO SEARCH

## RESEARCH

Home

Research > Research ethics > Research ethics system login >

### Research Ethics System training guide

View the PDF versions of the training materials:

VIEW THE TRAINING GUIDE

VIEW THE IMPORTED RECORDS GUIDE

#### Getting started

- [Logging in](#)
- [Locating records from previous system](#)
- [Navigating the system](#)

#### Creating an application

- [Beginning the application](#)
- [Choosing an application type](#)
- [Viewing the full application](#)
- [Answering application questions](#)
- [Uploading files](#)

#### Submitting an application

- [Submitting an application](#)

#### Amending an application

- [Beginning an amendment](#)
- [Making an update](#)
- [Submitting an amendment](#)
- [Abandoning an amendment](#)
- [Renewing and amending simultaneously \(animal\)](#)

Home

Research excellence >

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Research with human participants

Research using tissue or bodily fluids

Research Ethics and Integrity Advisory Committee

Research ethics system login

Research ethics system training

Technology transfer and commercialization >

#### INFORMATION FOR

Faculty >

Industry

Non-profit/public sector

**Amendment** – used if revisions are necessary after Full Clearance obtained.

An Amendment involves updating the application on the system.

Instructions can be found in the training guide at <https://uwaterloo.ca/research/beginning-amendment>

All revised materials must be uploaded to the system in the appropriate section(s).

- Add a line and then drag and drop the documents.
- It is recommended that the documents be in PDF format.

ATTACHMENT	NAME	ATTACHMENT TYPE
1 APPLICATION.PDF		

# Exemptions

*We no longer offer exemptions to an existing protocol.*

- A **new application IS REQUIRED** even if the project involves supplemental or re-analysis of **existing** data.
  - Several requests for a thesis that is part of an ongoing project to be considered as an amendment have come up, however this is not an option. Your ethics should encapsulate your specific project part or hypothesis.
  - You must be identified as a 'Student Investigator' and your Faculty Supervisor is to be identified as the 'Principal Investigator'.
  - For the level of research select 'Undergraduate (honours) thesis' in the 'General details' section of the application.
- 

Please contact the **DERC Officer** if you have any questions.

[regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)  
[david.mclean@uwaterloo.ca](mailto:david.mclean@uwaterloo.ca)

# REG/Sona

If you will be using the Sona Participant pool you will need to:

- Step 1: Complete TCPS2 (CORE) Ethics Tutorial  
<http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>
- Step 2: Complete the Sona Full Researcher Training Session
  - email the REG Coordinator for access to the online tutorial
- Submit your email requesting session date to [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)
  - Include your supervisor's name and identify that you are an Honours Thesis student
- Step 3: Create your Study on Sona
  - Guidelines posted at  
<https://uwaterloo.ca/research-experiences-group/researchers/sona-study-creation-approval-visibility>

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## NOTE:

Do you need REG/Sona Prescreen question(s) and/or Mass Testing scale(s)?

- Discuss this with your supervisor (i.e. - need to recruit specific groups)
- Advise/discuss with REG Coordinator early on
  - Don't wait until the term when you are planning to collect data as these surveys are created in advance of each term

# Contact Info

## REG/Sona (credit/pay studies)

- REG Coordinator/Sona Administrator
  - David McLean [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)
- REG Researchers' Homepage
  - <https://uwaterloo.ca/research-experiences-group/researchers>
- Full Researcher Training Sessions (mandatory even if completed RA training)
  - Email the REG Coordinator for access to the online tutorial (at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca))

## Psych Delegated Ethics Review Committee (DERC)

- DERC Officer: David McLean [david.mclean@uwaterloo.ca](mailto:david.mclean@uwaterloo.ca)

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## Office of Research Ethics (ORE)

- ORE Research Ethics:  
Joanna Eidse [jeidse@uwaterloo.ca](mailto:jeidse@uwaterloo.ca)

## PSYCpool (pay studies)

- PSYCpool Coordinator: David McLean, [david.mclean@uwaterloo.ca](mailto:david.mclean@uwaterloo.ca)



# Questions?

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