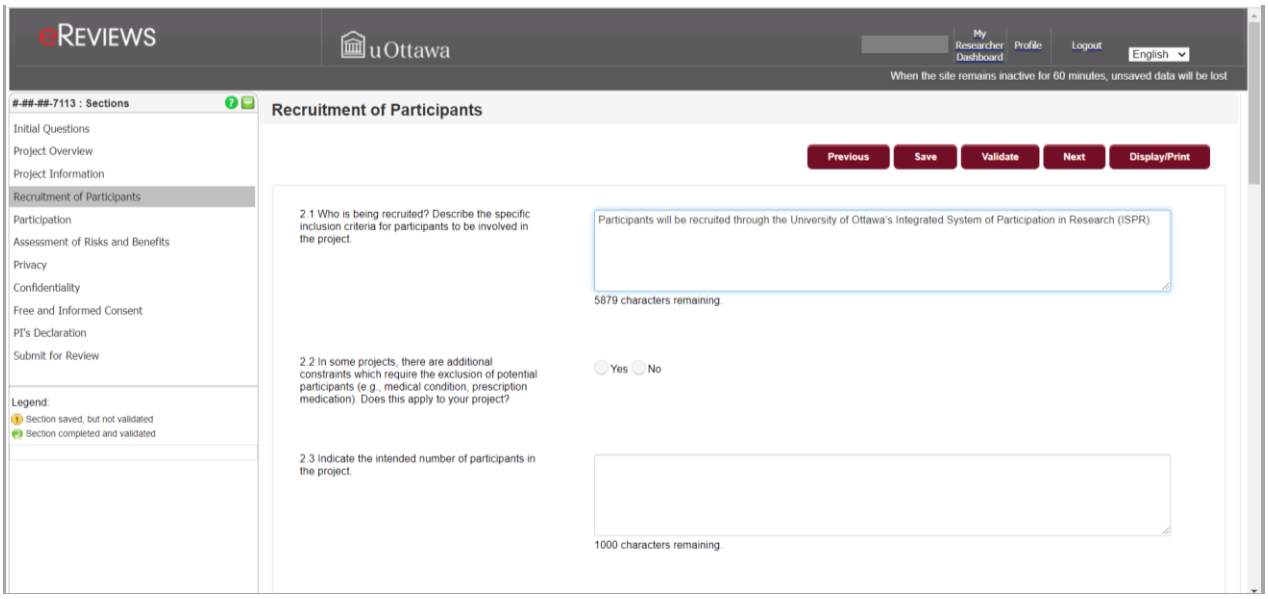
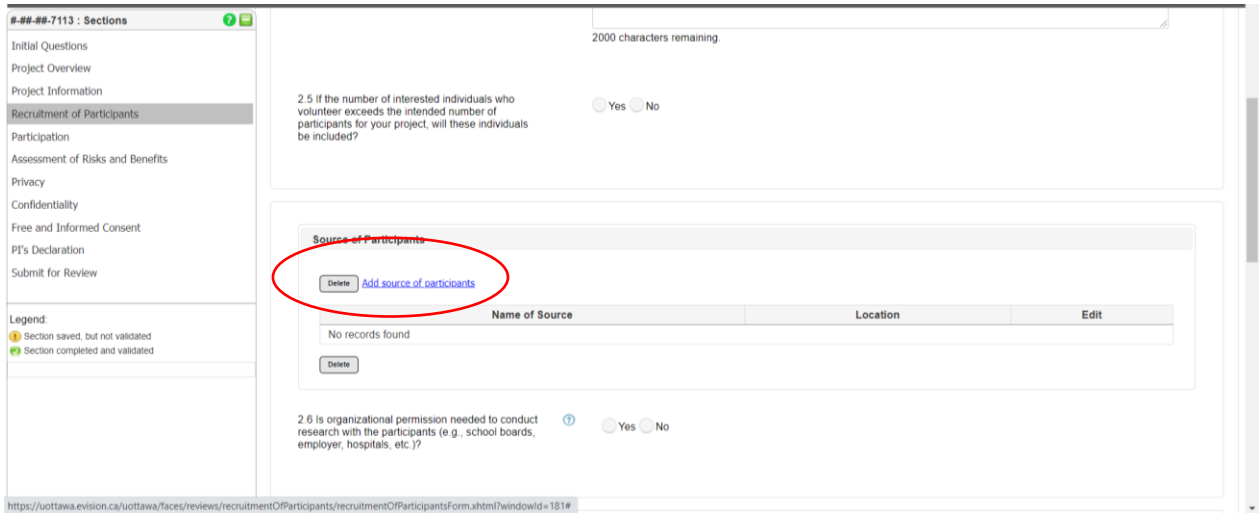
Helpful ISPR Information for REB Applications

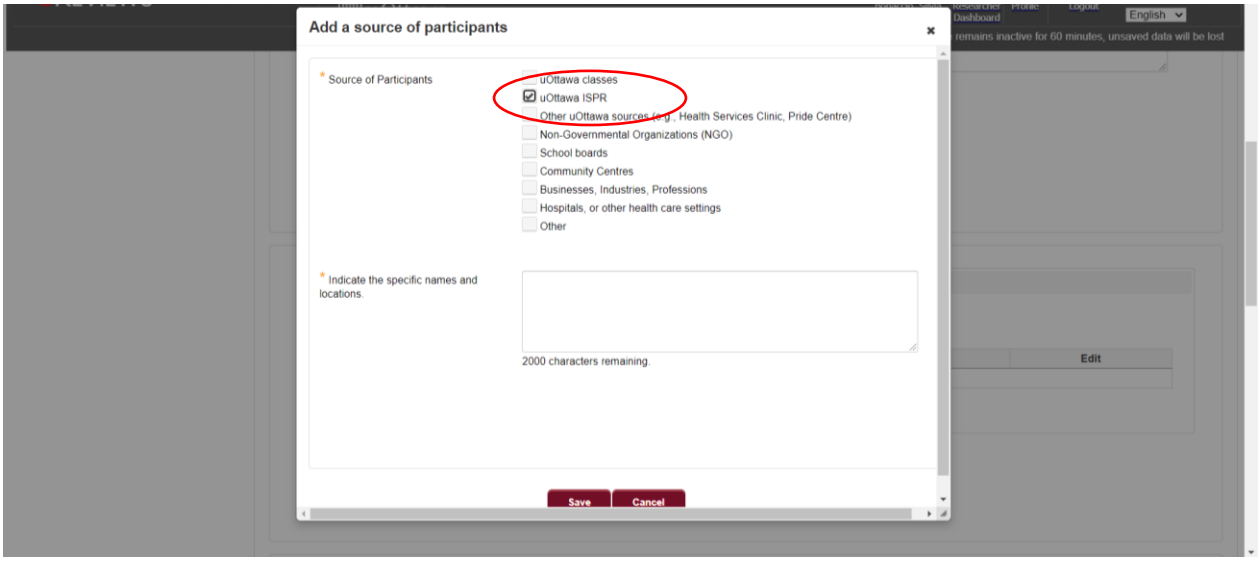
The Integrated System of Participation in Research procedures were developed in compliance with the *Tri-Council Policy Statement on Research with Humans*. The procedures have been reviewed by the *University of Ottawa Research Ethics Board.*

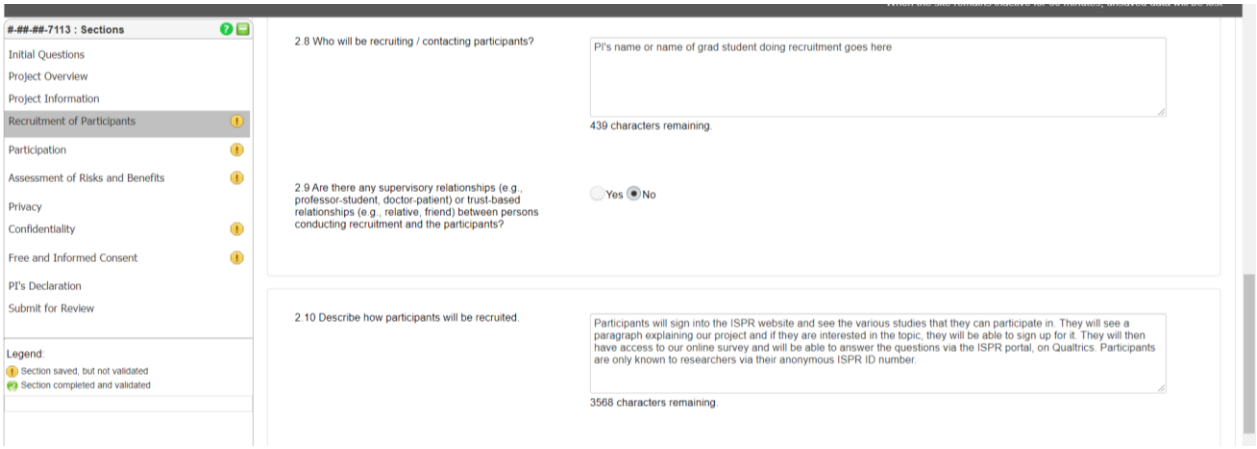
A few sections in the eReviews application require information pertaining to recruitment through ISPR. The text included in the screenshots below are provided as samples, which you may adapt and use in your own application. For ease of copying and pasting, the text is also included in a table (see Appendix 1, at the end of this document).

Recruitment of participants









*Note that the penultimate sentence in 2.10 is specific to online surveys. Please amend as necessary for other types of research.

At the bottom of this page, you will have to upload your recruitment text. Here is an example:

Example Appendix X: ISPR Recruitment Text

Project title: This is my Project Title

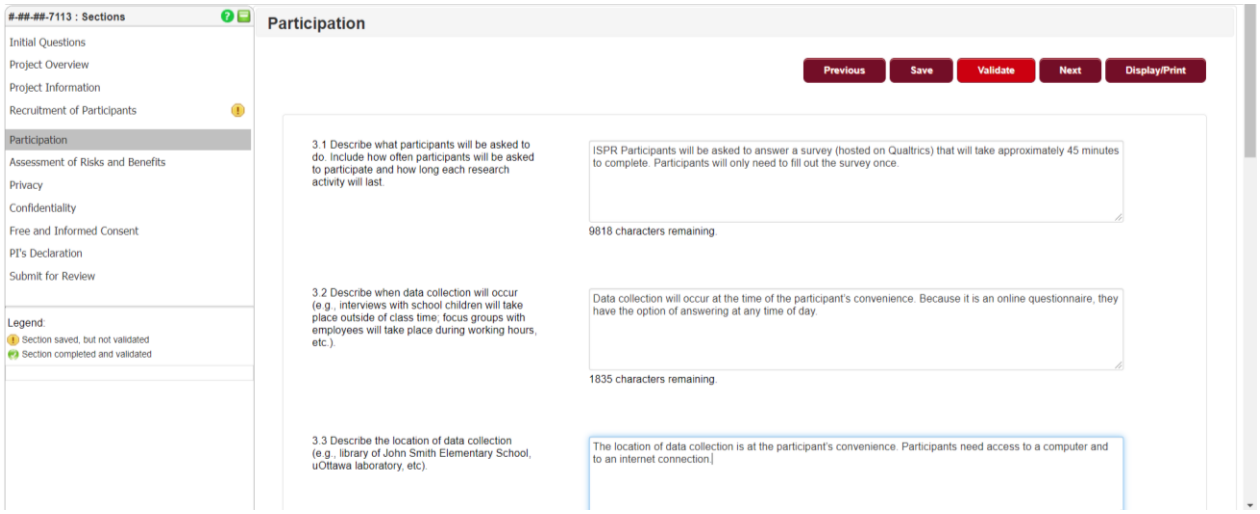
Short description: This is a short description of the study summarized in a couple sentences. Include any crucial information here.

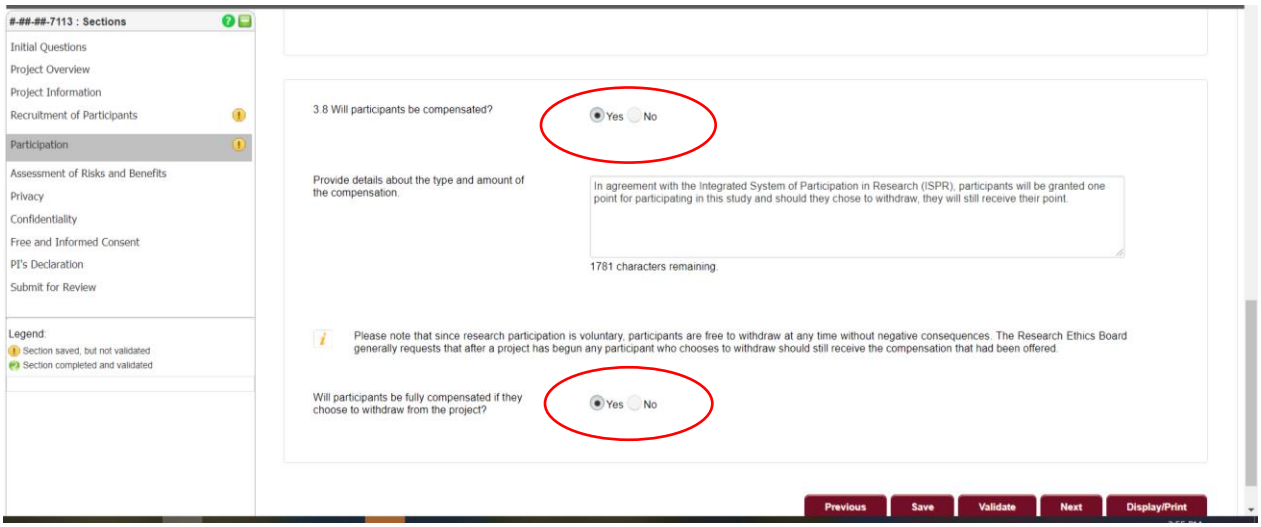
Full description: The aim of this study is to _____. Participation in this study consists of _____ (e.g., answering an online questionnaire that will take approximately 45 minutes to fill out). Participants will _____. Participants will be compensated with __ course credit for their participation. Participation will be on a first come/first serve basis. Please note that this study will be conducted solely in English.

Principal Investigator: John Smith, B.A., jsmith@ottawa.ca; Supervisor: Jane Doe, Ph.D., jdoe@uottawa.ca

Participation

Information required in Section 3 of the form will depend on your study particulars. Here is an example for an online study.



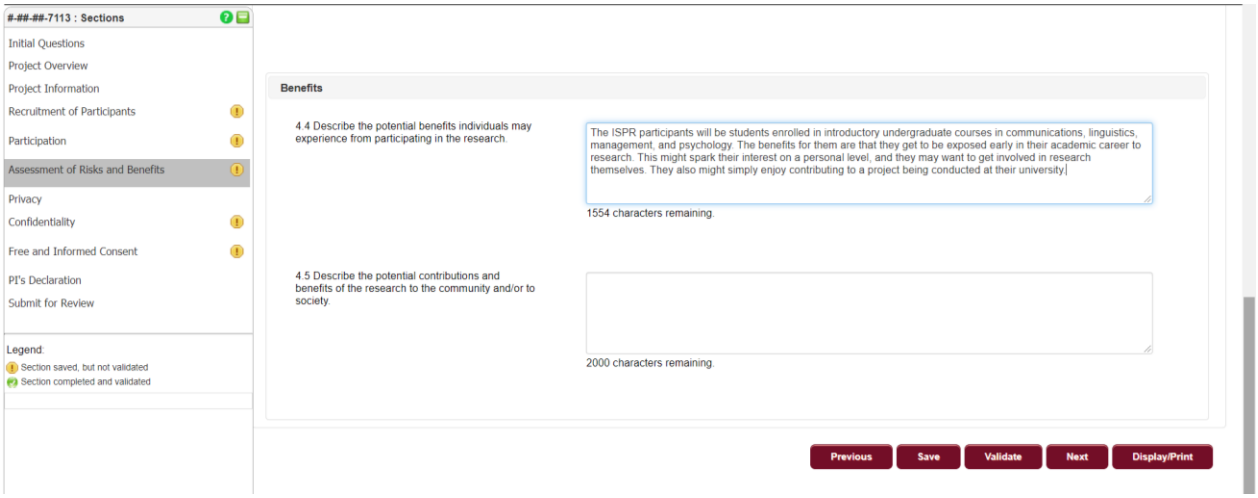


* please adjust the credits in accordance to the length of your study.

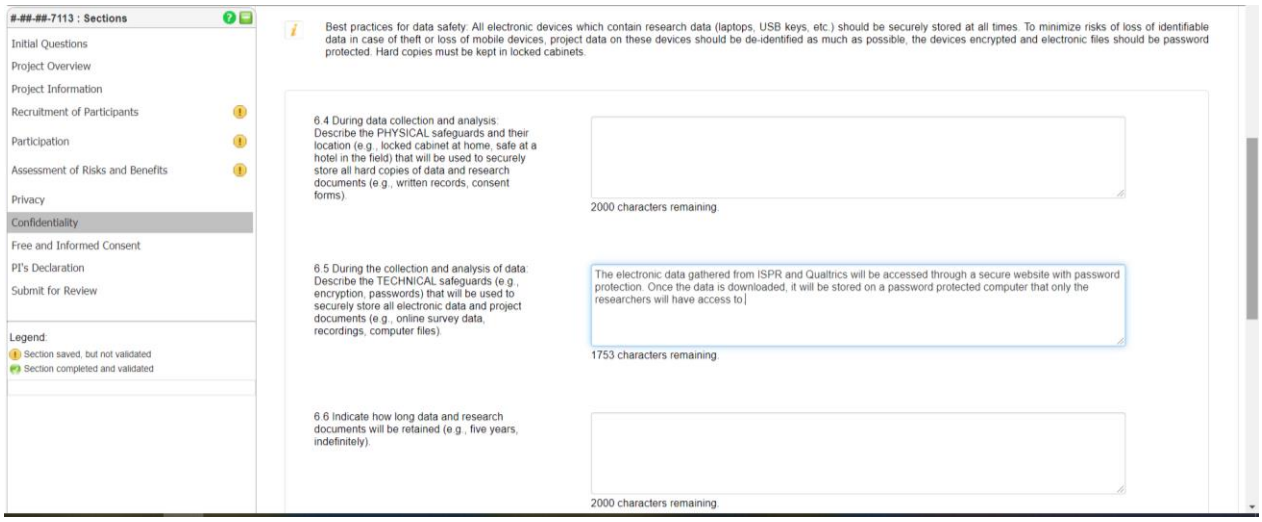
- Online survey < 30 minutes = 0.5 credits
- Online survey 30-60 minutes = 1 credit
- Lab session 1-60 minutes = 1 credit
- Lab session 60+ minutes = 2 credits
- Lab session requiring more than 1 meeting = 2 credits

"Lab session" is a general term covering experiments, focus groups, interviews, videoconferencing sessions, and anything else that is "face to face" (virtually or not).

Assessment of Risks and Benefits

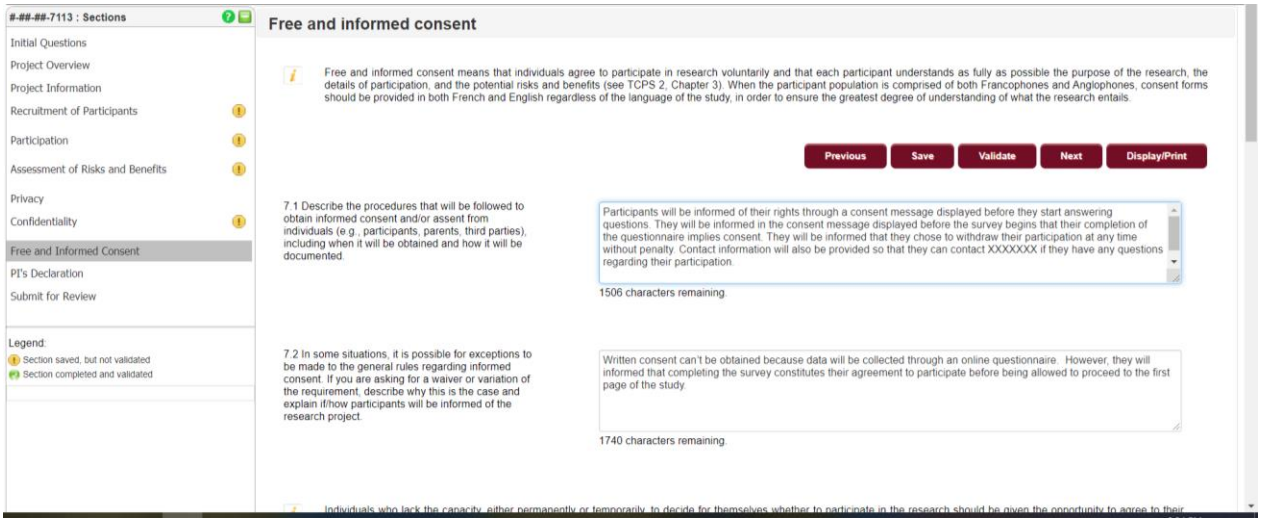


Confidentiality

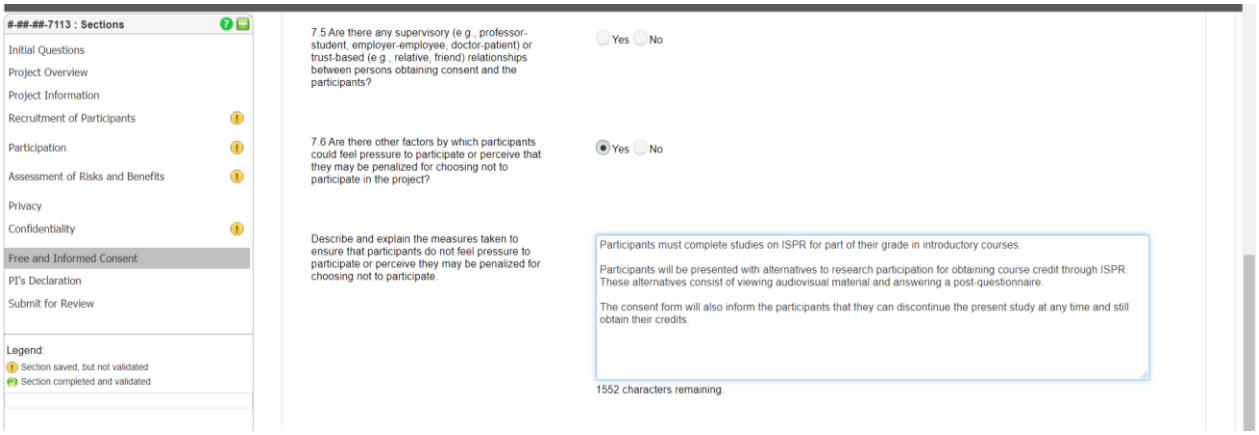


Free and Informed Consent

*The text below is for an online study and will differ for in-person studies.



*The text below provides information on safeguards against pressured participation in the ISPR process.



On this page, you will also have to upload your consent form. Below is sample language you can adapt in your own consent form.

Helpful information for the Consent Form

- **Note:** not all information here may be relevant for your study, particularly depending on whether the study is online or in person, or what platform you are using. Below is an example for an online ISPR study collected using Qualtrics for a study that did not collect any identifying information.

    - *Anonymity:* I understand that the information I will share will remain strictly confidential and the information will be used strictly for research purposes. The only people who will have access to the research data are research team of Jane Doe at the University of Ottawa. Anonymity is guaranteed because I am not being asked to provide my name or any other identifying information. Rather my data will be identified by a unique code that cannot be linked back to me. Qualtrics, the online survey platform, will also be managed to protect my anonymity. [insert other anonymity information relevant to your study]. In order to minimize the risk of security breaches and to help ensure my confidentiality, I am encouraged to use standard safety measures such as signing out of my account, closing my browser and locking my screen or device when I have completed the study.

    - *Conservation of data:* The data collected from the questionnaires will kept in a secure manner. Specifically, it will be stored on Qualtrics servers located in Canada. [insert other data storage information relevant to your study].

    - *Compensation.* In agreement with the Integrated System of Participation in Research (ISPR) hosted by the University of Ottawa, I will receive _____ point for participating in this study. Should I choose to withdraw from the study, I will still receive this ISPR credit.

    - *Voluntary Participation:* I am under no obligation to participate and if I choose to participate, I can withdraw from the study at any time and/or refuse to answer any questions, without suffering any negative consequences. Furthermore, if I choose to withdraw, all data gathered until the time of withdrawal will be destroyed.

If your study will use items in the ISPR pre-screen to include a particular subset of participants, you will be asked to provide information on inclusion criteria.

Example Inclusion Criteria process for the REB form:

First, ISPR participants will complete two items included on the ISPR pre-screen questionnaire (see Appendix X). Study inclusion criteria will be set on ISPR such that only participants who respond "Yes" to both items or "No" to both items will have access to the study. Participants who only answer yes to one of the screening items will not be eligible for the study and will therefore not see the study on ISPR. **[Note from the ISPR team: The specific inclusion criteria for your study will most definitely differ from this example, but we wanted to remind you that you can use the ISPR prescreen to set restrictions for who can participate in your study. You can use the prescreen questions that are already there, or you can request new prescreen questions. Contact isprsipr@uottawa.ca if you have any questions.]**

Appendix 1

REB form number	Text
2.1	Participants will be recruited through the University of Ottawa's Integrated System of Participation in Research (ISPR).
2.8	PI's name or name of grad student doing recruitment goes here.
2.10	Participants will sign into the ISPR website and see the various studies that they can participate in. They will see a paragraph explaining our project and if they are interested in the topic, they will be able to sign up for it. They will then have access to our online survey and will be able to answer the questions via the ISPR portal, on Qualtrics. Participants are only known to researchers via their anonymous ISPR ID number.
3.1	ISPR Participants will be asked to answer a survey (hosted on Qualtrics) that will take approximately 45 minutes to complete. Participants will only need to fill out the survey once.
3.2	Data collection will occur at the time of the participant's convenience. Because it is an online questionnaire, they have the option of answering at any time of day.
3.3	The location of data collection is at the participant's convenience. Participants need access to a computer and to an internet connection.
3.8	In agreement with the Integrated System of Participation in Research (ISPR), participants will be granted one point for participating in this study and should they choose to withdraw, they will still receive their point.
4.4	The ISPR participants will be students enrolled in introductory undergraduate courses in communications, linguistics, management, and psychology. The benefits for them are that they get to be exposed early in their academic career to research. This might spark their interest on a personal level, and they may want to get involved in research themselves. They also might simply enjoy contributing to a project being conducted at their university.
6.5	The electronic data gathered from ISPR and Qualtrics will be accessed through a secure website with password protection. Once the data is downloaded, it will be stored on a password protected computer that only the researchers will have access to.

7.1	Participants will be informed of their rights through a consent message displayed before they start answering questions. They will be informed in the consent message displayed before the survey begins that their completion of the questionnaire implies consent. They will be informed that they chose to withdraw their participation at any time without penalty. Contact information will also be provided so that they can contact XXXXXXX if they have any questions regarding their participation.
7.2	Written consent can't be obtained because data will be collected through an online questionnaire. However, they will be informed that completing the survey constitutes their agreement to participate before being allowed to proceed to the first page of the study.
7.6	Participants must complete studies on ISPR for part of their grade in introductory courses. Participants will be presented with alternatives to research participation for obtaining course credit through ISPR. These alternatives consist of viewing audiovisual material and answering a post-questionnaire. The consent form will also inform the participants that they can discontinue the present study at any time and still obtain their credits.