

<u>For office use only:</u>	
Date Received:	REB File #:

If you require an alternate set-up of this form or have questions contact megan.parker@durhamcollege.ca. Free version of Adobe Acrobat Reader required to complete form.

Section 1.0 Purpose

All researchers planning to conduct research involving human participants and wishing to access Durham College faculty, staff, students, or resources, must first obtain institutional permission to conduct the research before applying for ethical approval from the Research Ethics Board (REB). Institutional permission is intended to ensure that the research does not unreasonably interfere with Durham College operations. Permission may or may not be granted on the basis of the project's costs, effort, risk, impact on members of the college, and/or impact on institutional resources. **Research ethics approval does not constitute institutional permission.**

Section 2.0 Instructions

Please submit this form to Megan Parker, along with your completed ethics application, to coordinate with the Office of the Executive Vice-President, Academic or other Vice-President as appropriate on your behalf to facilitate the institutional permission process, prior to the ethical review of the REB application.

Section 3.0 Project Information

Section 3.1 Principal Investigator (PI) Information

First Name: _____ Last Name: _____

Position:

Institution:

Email Address:

Section 3.2 Team Information (Faculty Supervisor/Co-investigator)

First Name: _____ Last Name: _____

Position/Affiliation:

Email:

First Name:

Last Name:

Position/Affiliation:

Email:

Section 3.3 Project Details

Title of Research Project:

Proposed Start Date:

Proposed End Date:

Describe the overview and purpose of the intended research.

Provide details of the research methodology.

Provide information regarding the level of risk.

Please list and attach all research instruments (surveys, focus group guides, recruitment posters, email messages, and the like).

Please provide a description of Durham College resources required:

Resource Required	Type	Description (please provide as much detail as possible including the faculty/programs involved, process, and specific timeframes)
	Students	
	Professors	
	Staff	
	Controlled bulletin boards	
	Email distribution lists	
	Space	
	Datasets	
	Other	

Describe any known risks to Durham College that may occur:

Note: External researchers are not covered under Durham College insurance.

Section 4.0 Signature of Institutional Permission

For institutional approval, submit completed form to megan.parker@durhamcollege.ca to obtain approval. Once granted, researcher will be notified.

Institutional permission granted by:

Executive Vice-President, Academic / Vice-President	
First Name:	Last Name:
Signature:	

Additional Approval (if necessary)		
First Name:	Last Name:	Position/Title:
Signature:		

Notice of Collection

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