

# Request for Advice or Ruling Ethics Committee

District & Regional STEM Fair	<a href="#">Vancouver District Science Fair (VDSF)</a> <a href="#">Greater Vancouver Regional Science Fair (GVRSF)</a>		Date	
Project Title				
	First Name	Last Name	Email	
Student 1				
Student 2				
Adult Supervisor				Phone:
Scientific Supervisor				Phone:
Chairs (District & Regional STEM Fair)	<a href="#">Justina Emily</a>	<a href="#">Chan (VDSF)</a> <a href="#">Gubski (GVRSF)</a>	<a href="mailto:vdsfprojects@vsb.bc.ca">vdsfprojects@vsb.bc.ca</a> <a href="mailto:chair@gvrzf.ca">chair@gvrzf.ca</a>	
Chief Judges (District & Regional STEM Fair)	<a href="#">Lana Leonard</a>	<a href="#">Chow (VDSF)</a> <a href="#">Foster (GVRSF)</a>	<a href="mailto:vdsfjudges@vsb.bc.ca">vdsfjudges@vsb.bc.ca</a> <a href="mailto:judging@gvrzf.ca">judging@gvrzf.ca</a>	

## Steps:

- Before starting**, if your project idea involves the participation of humans or the use of animals, familiarize yourself with the safety and ethics information on [mySTEMspace.ca](http://mySTEMspace.ca), and read the applicable [YSC safety and ethics policies](#).
- Complete this form to get advice from the Ethics Committee of the Greater Vancouver Regional Science Fair. Email it to [vdsfethics@gvrzf.ca](mailto:vdsfethics@gvrzf.ca) and [vdsfprojects@vsb.bc.ca](mailto:vdsfprojects@vsb.bc.ca) (include your teacher sponsor and project partner).

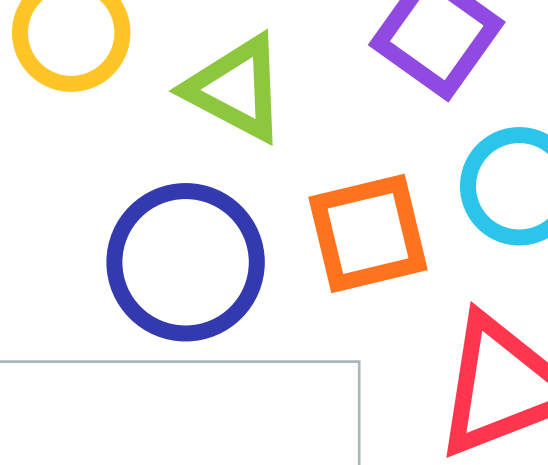
## Questions to answer on the next page:

### 1. Projects involving the participation of Humans - Low and High Risk

- Describe your proposed project in a paragraph or two
- Describe any special precautions you will take
- Where will you carry out these experiments?
- Who will be your adult supervisor, and what are their qualifications?
- How many people will participate in your experiment?
- What are their age ranges?
- Attach your Informed Consent [Letter](#) and [Permission Form](#) in the email

### 2. Projects involving the use of Vertebrate Animals, Cephalopods

- Describe your proposed project in a paragraph or two
- Describe any special precautions you will take
- Where will you carry out these experiments?
- Who will be your adult supervisor, and what are their qualifications?
- Where will you obtain the animals?
- How will they be cared for during your project?
- What will happen to the animals after your project is finished?
- Attach your [Research Plan](#) & [Research Approval Form](#) in the email



**Description of your idea:**



# Advice or Ruling from the Ethics Committee<sup>1</sup>

This section is to be left blank and will be completed by the Ethics Committee

Ethics Chair Regional STEM Fair (GVRSF)	Jeffrey Ma
Signature	(to be provided in e-mail granting final approval)
Date	

<sup>1</sup> You will be required to provide a copy of this ruling at the **Vancouver District Science Fair**, **Greater Vancouver Regional Science Fair**, and **Canada-Wide Science Fair**.

# Participation of Humans in Research Significant Risk – Approval Form

This form certifies that a significant-risk project involving the participation of humans is in full compliance with [Participation of Humans in Research – Significant Risk](#) policy.

District & Regional STEM Fair	<a href="#">Vancouver District Science Fair (VDSF)</a> <a href="#">Greater Vancouver Regional Science Fair (GVRSF)</a>		
Date			
Project Title			
	First Name	Last Name	Email
Student 1			
Student 2			
Adult Supervisor <sup>1</sup>			Phone #:
Scientific Supervisor			Phone #:
Ethics Chair Regional STEM Fair	<a href="#">Jeffrey</a>	<a href="#">Ma</a> (GVRSF)	<a href="mailto:vdsfethics@gvrsf.ca">vdsfethics@gvrsf.ca</a>
Chief Judges (District & Regional STEM Fair)	<a href="#">Lana</a> <a href="#">Leonard</a>	<a href="#">Chow</a> (VDSF) <a href="#">Foster</a> (GVRSF)	<a href="mailto:vdsfjudges@vsb.bc.ca">vdsfjudges@vsb.bc.ca</a> <a href="mailto:judging@gvrsf.ca">judging@gvrsf.ca</a>

## Ethics Approval Checklist

- I have familiarized myself with the safety and ethics information on [mySTEMspace.ca](http://mySTEMspace.ca) and read the [Ethics in STEM Projects](#) document.
- I have read and understood [Participation of Humans in Research – Significant Risk](#) policy
- I have completed and included the **Request for Advice or Ruling Ethics Committee** form
- I have completed and included a [Letter of Information](#) and [Permission Form](#) for the participants involved in my project research.
  - If my research involves a participants taking a survey, I have completed and included a copy of the survey
- I have completed this form, with all required information and signatures
- If I choose to participate, I understand that I will need to provide this completed form, the Request for Advice or Ruling, Letter of Information and Permission Form at my [district science fair](#), [regional STEM fair](#) and the Canada-Wide Science Fair levels.

<sup>1</sup> This person can also be the Scientific Supervisor if they are qualified to support the project's area of STEM.



The above information is correct, and I have completed all required pieces.

\_\_\_\_\_  
Signed - Student 1                      Date                      Signed - Student 2                      Date

*To be completed by your Adult Supervisor and Scientific Supervisor*

**Ethics Approval**

I certify that this project involving the significant use of humans is in full compliance with the [Participation of Humans in Research - Significant Risk](#) policy, and that it is eligible for the **Vancouver District Science Fair**, **Greater Vancouver Regional Science Fair** and, if applicable, the Canada-Wide Science Fair.

\_\_\_\_\_  
Signed - Adult Supervisor                      Date                      Role (teacher, parent, guardian, mentor etc.)

\_\_\_\_\_  
Signed - Scientific Supervisor                      Date                      Role/STEM Expertise

May be required, depending on your region:

[\(to be provided in e-mail granting final approval\)](#)

\_\_\_\_\_  
Signed - Ethics Chair ([GVRSF](#))                      Date

# Informed Consent – Letter of Information Template

Good STEM is ethical STEM! It is important to make sure your idea will not harm or be unethical towards people. If your idea involves people, either in [Low Risk](#) or [Significant Risk](#) participation, **before beginning**, you must prepare a Letter of Information for your participants. This means they have all the information they need to understand your project and how they will be participating before they agree to participate. This is called *informed consent*. It is a simple way to make sure you're doing ethical STEM and making the safety and wellbeing of your participants your top priority. Familiarize yourself with the safety and ethics information on [mySTEMspace.ca](http://mySTEMspace.ca).

Develop and share this letter with your adult supervisor – they can be a teacher, parent, guardian, mentor, or anyone supporting you with your idea.

## On the next pages, follow these steps to develop your Letter of Information:

1. **Adult and Scientific Supervisor(s)** Who will be supporting you with your idea? When working with people, it is important to also have a scientific supervisor. Your adult supervisor can be your scientific supervisor too, if they are qualified to support you in the area of STEM you are working in.
2. **Data Collection** When will you start and stop collecting data from participant(s)?
3. **Location** Where you will be collecting your data?
4. **Purpose** What is your idea looking to achieve? Briefly explain the research you did to support your idea. Explain the general procedure you will be using.
5. **Benefits from Participating** What are the benefits to a participant from participating?
6. **Risks from Participating** What are the risks to a participant from participating?
7. **Time Commitment Required** How much time will a participant be expected to contribute?
8. **No Remuneration** No remuneration or reward will be paid. It is the policy of Youth Science Canada that incentives are not to be offered for participation in projects.
9. **Confidentiality of Data** How will you guarantee the confidentiality of participant data?
10. **Withdrawing from the Project** Explain that each participant has the right to withdraw from the project at any time, and for any reason. Describe how the participant communicates the decision to withdraw from the study.
11. **Results** How will the results of the research be communicated to the participant?
12. **Ethics Approval** Before starting your project, you need to get approval from your adult and scientific supervisor(s). Your **district and** regional science fair also require you to get an ethics approval from them – talk with your adult supervisor about it.

Once the Letter of Information is complete, print off the next 3 pages (not this instruction page) and give a copy of it and a [Permission Form](#) to each participant in your study.

# Informed Consent - Letter of Information

## 1. Student Researcher(s), Adult and Scientific Supervisor(s)

Project Title			
School			
	First Name	Last Name	Email
Student 1			
Student 2			
Adult Supervisor <sup>1</sup>			
Scientific Supervisor			

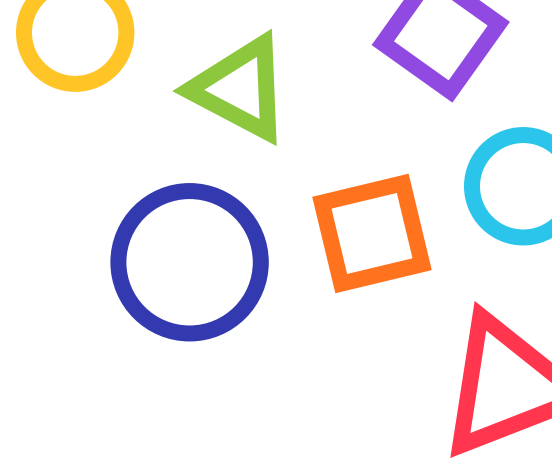
## 2. Data Collection

Start Date	
End Date	

## 3. Location

## 4. Purpose

<sup>1</sup> This person can also be the Scientific Supervisor, if they are qualified to support the project's area of STEM



## **5. Benefits from Participating**

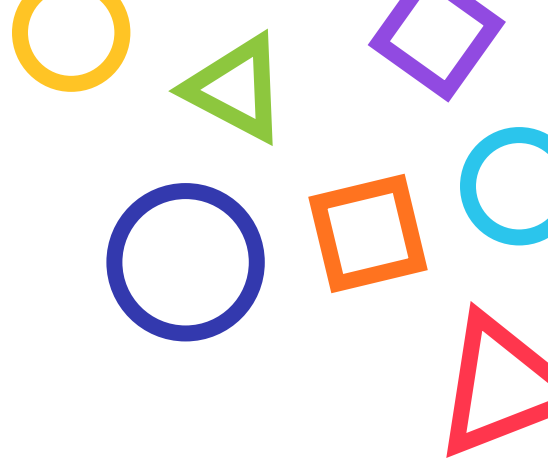
## **6. Risks from Participating**

## **7. Time Commitment Required**

## **8. No Remuneration**

No remuneration or reward will be paid to participants. It is the policy of Youth Science Canada that incentives are not offered for participation in projects.





## 9. Confidentiality of Data

## 10. Withdrawing from the Project

## 11. Results

## 12. Ethics Approval

This project received ethics approval from \_\_\_\_\_ (name),  
\_\_\_\_\_ (role/title), on \_\_\_\_\_ (date).

## Permission Form – Informed Consent

Project Title		
School		
	First Name(s)	Last Name(s)
Name of the person(s) running this project:		
Adult Supervisor		
Scientific Supervisor		

Each participant needs to fill out the following (hardcopy, not digitally):

Date: \_\_\_\_\_

“I have received and read the Letter of Information for Informed Consent for this project, which is mine to keep. All my questions have been answered to my satisfaction, and I agree to participate in this research.”

Name of Participant (print): \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Name of Parent or Guardian<sup>1</sup>: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

**Note:** This Informed Consent Form contains confidential data and must be stored securely by the adult supervisor of this project. All Informed Consent Forms must be shredded after the project is no longer needed for science fairs.

<sup>1</sup> If the participant is under the age of 18, then a parent or guardian must also give permission by signing this form.