**Brandon University Research Ethics Committee (BUREC)**

**Application for Ethical Review of Research Involving Humans**

# INSTRUCTIONS

1. Please be sure to download the most current application form from [www.brandonu.ca/burec](http://www.brandonu.ca/burec).
2. Save the Word document to your computer.

This is a locked form. All sections will expand as necessary. NOTE: Spellcheck will not work. It is recommended that you prepare your responses to the application questions below in another Word document for spellcheck purposes, then cut and paste in the text into the appropriate field below.

1. Forms shall be completed and submitted electronically. Hard-copy and hand-written forms will not be accepted. Preferred format is Microsoft Word.
2. Only applicable appendices as indicated in the application from will be reviewed by BUREC. Research proposals will not be considered as part of the ethics review and therefore should not be included as an appendix.
3. All appendices shall be clearly labelled and files saved appropriately (e.g. Appendix A, Appendix B, etc.).
4. The Principal Investigator shall complete the most current TCPS CORE Tutorial and provide a certificate of completion as an appendix with each new application submitted to BUREC. The TCPS CORE Tutorial can be accessed on the BUREC webpage at: [www.brandonu.ca/burec/policies](http://www.brandonu.ca/burec/policies).
5. Student supervisors shall review a student’s application before it is submitted. The supervisor is responsible for ensuring that the ethics application is complete. The supervisor shall be copied on all correspondence sent to BUREC.
6. All questions in the application shall be answered. Incomplete applications will be returned to the Principal Investigator.
7. No recruitment or data collection may commence until an ethics certificate is received from BUREC.
8. A submission must be either approved or withdrawn within six (6) months of the initial BUREC review date, after which time a new ethics submission is required.
9. An ethics certificate is valid for five (5) years. To maintain ethics approval over multiple years, an Annual Progress Report is required. A Final Report is required at the conclusion of the project. Student supervisors are responsible for ensuring compliance.
10. Applications shall be submitted to [burec@brandonu.ca](mailto:burec@brandonu.ca).

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| Research Office File #: |  | *(For Office Use Only)* |

# project title

# research team

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| **A. Principal Investigator:** | | |
|  | Name: |  |
| How do you self-identify?  *(i.e. Dr., Mr., Ms., Mrs., Mx., etc.)* |  |
| Position:  *(i.e. Professor, Instructional Associate, Undergraduate Student, Graduate Student, etc. If outside of academia, please identify your job title and company/organization’s name)* |  |
| Mailing Address:  *BU Faculty researchers need only list their Department/Faculty* |  |
| Email Address: |  |
| Telephone Number: |  |

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| **B. Co-Investigator(s):** | | |
|  | Name: |  |
| How do you self-identify?  *(i.e. Dr., Mr., Ms., Mrs., Mx., etc.)* |  |
| Position:  *(i.e. Professor, Instructional Associate, Undergraduate Student, Graduate Student, etc. If outside of academia, please identify your job title and company/organization’s name)* |  |
| Mailing Address:  *BU Faculty researchers need only list their Department/Faculty* |  |
| Email Address: |  |
| Telephone Number: |  |
|  | Name: |  |
| How do you self-identify?  *(i.e. Dr., Mr., Ms., Mrs., Mx., etc.)* |  |
| Position:  *(i.e. Professor, Instructional Associate, Undergraduate Student, Graduate Student, etc. If outside of academia, please identify your job title and company/organization’s name)* |  |
| Mailing Address:  *BU Faculty researchers need only list their Department/Faculty* |  |
| Email Address: |  |
| Telephone Number: |  |

***Additional co-investigators can be listed at the end of this application form.***

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| **C. Faculty Supervisor (for Student Principal Investigators only):** | | | |
|  | Name: | |  |
|  | How do you self-identify?  *(i.e. Dr., Mr., Ms., Mrs., etc.)* | |  |
|  | Position:  *(i.e. Professor, Instructional Associate, etc.)* | |  |
|  | Mailing Address:  *BU Faculty researchers need only list their Department/Faculty* | |  |
|  | Email Address: | |  |
|  | Telephone Number: | |  |
|  | Type of Project | Undergraduate Thesis  Graduate Thesis Date of Proposal Defence:  Other – Please specify: | |
|  | **The Faculty Supervisor has read this application and has approved the submission of this application to the Brandon University Research Ethics Committee (BUREC).** | | |

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| **D. Other Persons Involved in Data Collection**  ***NOTE: A Confidentiality Agreement is required for all other persons involved in data collection. Please include the Confidentiality Agreement Template as an appendix. For guidance, go to*** [***www.brandonu.ca/burec/policies***](http://www.brandonu.ca/burec/policies) ***to access the “Confidentiality Agreement – Research Assistant – Template”.*** | | |
| Name or Identify Role  *(e.g. student, translator, transcriber, etc.)* | Status/Involvement  *Please detail the role/tasks of the other persons involved in data collection.* | Training/Qualifications  *Please identify what supports the PI will offer to the RA to mitigate risk to participants.* |
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# administrative information

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| 1. Is this project currently funded?  Yes  No | | |
| *a.* | *If yes, please identify the funding agency:* |  |
| *b.* | *If yes, what is the project title on the grant application?* |  |

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| 1. Is funding being sought?  Yes  No | | |
| *a.* | *If yes, please identify the funding agency:* |  |

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| 1. Will this project require approval from another Research Ethics Board?  Yes  No | | |
| *a.* | *If yes, please confirm the REB Name:* |  |
| *b.* | *If yes, please confirm the status as follows:* | Approved (if approved, please include a copy of the certificate as an appendix)  In-Process |

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| 1. When will recruitment for this project commence?   *NOTE: Recruitment and data collection may not commence until an ethics certificate is received.* |

protocol objectives and risks/benefits

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| 1. What research questions will this study attempt to answer? |

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| 1. How will the research objectives be carried out? Please describe the procedures for which data will be collected. |

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| 1. How will the research benefit the individual participant, participant group, and/or society?   *NOTE: For more information, please refer to Chapter 2, B. Approach to Research Ethics Review: Concepts of Risks and Potential Benefits, of the TCPS2-2018 (page 21), accessible at* [*https://www.brandonu.ca/research/committees/burec/policies/*](https://www.brandonu.ca/research/committees/burec/policies/) |

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| 1. Is there any threat to a participant’s personal safety?  Yes  No |

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| 1. Might a participant experience any physical or emotional stress?  Yes  No |

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| 1. Is there any threat to the researcher’s personal safety?  Yes  No |

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| 1. Might the researcher experience any physical or emotional stress?  Yes  No |

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| 1. What are the foreseeable risks and potential harm for the participant(s) and others?   *NOTE: For more information, please refer to Chapter 2, B. Approach to Research Ethics Review: Concepts of Risk and Potential Benefits, of the TCPS2-2018 (page 21), accessible at* [*https://www.brandonu.ca/research/committees/burec/policies/*](https://www.brandonu.ca/research/committees/burec/policies/) |

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| 1. How will risks be mitigated? |

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| 1. Identify the level of risk to participants that applies to this research   Minimal Risk: The TCPS2-2018 defines “minimal risk” as “research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research” (Chapter 2 – Scope and Approach, page 22).  Moderate/High Risk |

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| 1. Is this application for Delegated Review?  Yes  No   *NOTE: Only minimal risk applications may be submitted for Delegated Review as defined in the Brandon University Research Ethics Committee (BUREC) Policies and Procedures. Delegated Review is conducted by the BUREC Chair and two Committee members. The review process takes approximately 15 business days to complete, and may be delayed due to high volume of ethics applications. BUREC has the authority to change the level of review from Delegated to Full Committee.* |

participants and recruitment

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| 1. Who are the research participants? |

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| 1. What is the expected number of participants? |

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| 1. What inclusion and exclusion criteria will be used to identify potential participants? |

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| 1. What is expected of the research participants (including time requirements for participation)? |

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| 1. How are research participants recruited? Outline the process by which potential participants will be identified, contacted, and invited to participate. |

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| 1. Is there a position of authority or dual role with those recruiting potential participants, or any real, potential, or perceived conflict of interest? | | Yes  No |
|  | *If yes:* | |
| *a.* | Describe the position of authority or conflict of interest. | |
| *b.* | How will undue influence or coercion be mitigated? | |

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| 1. Does this project involve a focus on Indigenous community or communities, or does this project include First Nations, Inuit, or Métis peoples, for whom differentiation by this characteristic is pertinent to the research objective? | | | Yes  No |
|  | *If yes:* | | |
| *a.* | Will the research be conducted on First Nations, Métis, or Inuit lands? | | Yes  No |
| *b.* | Does the recruitment criteria include Indigenous identity as a factor for the entire study or for a subgroup of the study? | | Yes  No |
| *c.* | Does the research seek input from participants regarding a community’s cultural heritage, artefacts, traditional knowledge or unique characteristics? | | Yes  No |
| *d.* | Does Indigenous identity factor into the inclusion and/or exclusion criteria for the participant pool? | | Yes  No |
| *e.* | Will the interpretation of the research results refer to Indigenous communities, peoples, language, history or culture? | | Yes  No |
| *f.* | *If yes to any of the above (a-e):* | | |
|  | i) | How have you engaged, or intended to engage, the relevant community? | |
|  | ii) | Demonstrate the research understanding established between you and the community, factoring in OCAP principles. (If this is a more detailed or formalized agreement, please include as an appendix.) | |
|  | iii) | Please outline the details of Ownership, Control, Access, and Possession (OCAP). | |

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| 1. Are the potential participants (as individuals, groups, or populations) in circumstances that may make them vulnerable in the context of research? | | Yes  No |
|  | *If yes:* | |
| *a.* | What safeguards have been put in place to ensure the participant’s welfare? | |

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| 1. Will children (under the age of 18 years) be recruited to participate in this project?   *NOTE: For more information, please refer to the BUREC Standard Operating Procedure: Seeking Consent from Minor Participants accessible at* [*https://www.brandonu.ca/research/committees/burec/policies/*](https://www.brandonu.ca/research/committees/burec/policies/) | | | Yes  No |
|  | *If yes:* | | |
| *a.* | Will parental or authorized third-party consent be involved? | | Yes  No |
|  | | *If no* *(to parental or authorized third-party consent):* | |
| *i)* | | How will it be determined that minor participants have the maturity and capacity to fully understand their rights and responsibilities, and give informed consent? | |
| *ii)* | | Who will make this determination and what qualifications does this person have to do this? | |

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| 1. Does a participant (or participants) lack the capacity to make a consent decision? | | Yes  No |
|  | *If yes:* | |
| *a.* | How will you engage the participate to decide on their own behalf in the decision-making process? | |
| *b.* | How will you seek and maintain consent from an authorized third-party? | |
| *c.* | Is the authorized third-party a member of this research team? | Yes  No |
| *d.* | How does this research directly benefit this participant, or benefit other persons in the same category? | |

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| 1. Is there a possibility that abuse of children or persons in care might be discovered during the course of the project?   *NOTE: If yes, information about a duty to disclose must be included in the Informed Consent document.* | Yes  No |

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| 1. Is deception involved in this project? For example, will participants be intentionally misled about the purpose of the study, their own performance, or other features of this study? | | Yes  No |
|  | *If yes:* | |
| *a.* | Outline the process to debrief research participants. | |

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| 1. Will any compensation, incentive, or gift be offered to potential participants? | | Yes  No |
|  | *If yes:* | |
| *a.* | What compensation/incentive/gift will be offered (monetary including amount or other)? | |
| *b.* | What is the compensation/incentive/gift for? | |
| *c.* | How will payment be determined for participants who do not complete the study?  *NOTE: The participant should not suffer any disadvantage or reprisal for withdrawing, nor should any payment due prior to the point of withdrawal be withheld. If the research project used a lump-sum incentive for participation, the participant is entitled to the entire amount. If a payment schedule was outlined to the participant at the time of consent, participants shall be paid in proportion to their participation.* | |

CONSENT

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| 1. Describe the procedures for obtaining voluntary, informed consent to participate. |

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| 1. Describe the procedures for on-going consent, as applicable. |

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| 1. Will participants be asked to sign the consent form? | | Yes  No |
|  | *If no:* | |
| *a.* | How will the research document consent? | |

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| 1. Will participants be audio- or video-recorded? | | Yes  No |
|  | *If yes:* | |
| *a.* | Is audio- or video-recording a condition of consent?  *NOTE: If participants can opt out of being audio- or video-recoded, a separate consent section is required in the Informed Consent document specifically for audio- or video-recording.* | Yes  No |

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| 1. Indicate all elements of consent that are included in the Informed Consent document(s). Provide rationale for all consent elements that are excluded from the Informed Consent document(s):   *NOTE: As per the Brandon University Research Ethics Committee (BUREC) Policies and Procedures* (Section 3.1) and the *TCPS2-2018* (Article 3.2), the following elements of informed consent are to be included in the Informed Consent document(s). Exclusion of a consent element requires justification and is subject to BUREC approval. “Not Applicable” is not an acceptable justification for exclusion of an informed consent element unless the consent element indicates “if applicable”.  *NOTE: For guidance, go to* [*www.brandonu.ca/burec/policies*](http://www.brandonu.ca/burec/policies) *to access the “Informed Consent Guidance” document.* | | | |
|  | Included | Consent Element | Rationale for Exclusion |
| *a.* |  | A statement that the individual is being invited to participate in a research project. |  |
| *b.* |  | A statement on the research purpose/object in plain and audience-appropriate language. |  |
| *c.* |  | The identity and contact information for the researcher(s). |  |
| *d.* |  | Identity of the funder or sponsor, if applicable. |  |
| *e.* |  | A statement on the expected duration and nature of participation. |  |
| *f.* |  | A description of the research procedures. |  |
| *g.* |  | An explanation of the responsibility of the participant. |  |
| *h.* |  | A plain-language description of all reasonably foreseeable risks and potential benefits, both to the participants and in general, that may arise from research participation. |  |
| *i.* |  | An assurance that prospective participants:   * are under no obligation to participate and are free to withdraw at any time (or any limitations for withdrawal in concrete terms – *see next bullet*) without prejudice to pre-existing entitlements; * will be given information on their right to request the withdrawal of data or human biological materials, including any limitations on the feasibility of that withdrawal; and * will be given, in a timely manner throughout the course of the research project, information that is relevant to their decision to continue or withdraw from participation. |  |
| *j.* |  | Information concerning the possibility of commercialization of research findings, and the presence of any real, potential or perceived conflicts of interest on the part of the researchers, their institutions or the research sponsors. |  |
| *k.* |  | The measures to be undertaken for dissemination of research results and whether participants will be identified directly or indirectly. |  |
| *l.* |  | The identity and contact information of a qualified designated representative who can explain scientific or scholarly aspects of the research to participants (for example the PI). |  |
| *m.* |  | The identity and contact information of the appropriate individual(s) outside the research team who participants may contact regarding possible ethical issues in the research.  *NOTE: This may be the Brandon University Research Ethics Committee (BUREC) at (204) 727-9712 or* [*burec@brandonu.ca*](mailto:burec@brandonu.ca)*.* |  |
| *n.* |  | An indication of what information will be collected about participants and for what purposes. |  |
| *o.* |  | An indication of who will have access to information collected about the identity of participants. |  |
| *p.* |  | A description of how confidentiality will be protected. |  |
| *q.* |  | A description of the anticipated uses of data. |  |
| *r.* |  | Information indicating who may have a duty to disclose information collected, and to whom such disclosures could be made. |  |
| *s.* |  | Information about any payments, including incentives for participants, reimbursement for participation-related expenses, and/or compensation for injury. |  |
| *t.* |  | A statement to the effect that, by consenting, participants have not waived any right to legal recourse in the event of research-related harm. |  |
| *u.* |  | In clinical trials, information on stopping rules and when researchers may remove participants from trial. (if applicable) |  |

Data collection, instruments, and security

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| 1. What research instruments are to be used for this project (e.g. survey, focus group, interview, etc.)? |

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| 1. Does this research involve emergent design?   *NOTE: Emergent design is defined in the TCPS2-2018 as: A research method in which data collection and analyses can evolve over the course of a research project in response to what is learned in earlier parts of the study.* | | Yes  No |
|  | *If yes:* | |
| *a.* | What are the same questions or themes to be used to outline the research and keep discussion on the topic?    *NOTE: Finalized research instruments must be submitted to BUREC, as they are developed, for file purposes. If the updated documents affect the level of risk or have other ethical implications, additional review may be required.* | |

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| 1. At the time of data collection (receiving the data), what type of data will be collected and/or recorded? | |
|  | Directly Identifying Information – the information identifies a specific individual through direct identifiers (e.g. name, social insurance number, personal health number). |
|  | Indirectly Identifying Information – the information can reasonably be expected to identify an individual through a combination of indirect identifiers (e.g. date of birth, place of residence, or unique personal characteristics. |
|  | Coded Information – direct identifiers are removed from the information and replaced with a code. Depending on access to the code, it may be possible to re-identify specific participants (e.g. the administrator retains a list that links the participants’ code names with their actual names so data can be re-linked if necessary). |
|  | Anonymized Information – the information was irrevocably stripped of direct identifiers before accessed by the PI/Research Team. |
|  | Anonymous Information – the information never had identifiers associated with it. |
|  | *If more than one type of data will be collected, please clarify which type for each data set; for example, focus groups may include Directly Identifying Information, while surveys may include Coded Information.* |

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| 1. What type of information/data will be saved/stored by the PI/Research Team? | |
|  | Directly Identifying Information – the information identifies a specific individual through direct identifiers (e.g. name, social insurance number, personal health number). |
|  | Indirectly Identifying Information – the information can reasonably be expected to identify an individual through a combination of indirect identifiers (e.g. date of birth, place of residence, or unique personal characteristics. |
|  | Coded Information – direct identifiers are removed from the information and replaced with a code. Depending on access to the code, it may be possible to re-identify specific participants (e.g. the administrator retains a list that links the participants’ code names with their actual names so data can be re-linked if necessary). |
|  | Anonymized Information – the information was irrevocably stripped of direct identifiers before accessed by the PI/Research Team. |
|  | Anonymous Information – the information never had identifiers associated with it. |
|  | *If more than one type of data will be saved/stored, please clarify which type for each data set; for example, focus groups may include Directly Identifying Information, while surveys may include Coded Information.* |

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| 1. If data collected is directly or indirectly identifying, provide details on how confidentiality will be maintained. If anonymity and/or confidentiality will not be maintained, provide rationale. |

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| 1. Who will have access to the raw data? |

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| 1. How will data be kept secure?   *NOTE: For more information, please refer to the BUREC Standard Operating Procedure: Data Security, Transporting Data, and Data Retention accessible at* [*https://www.brandonu.ca/research/committees/burec/policies/*](https://www.brandonu.ca/research/committees/burec/policies/) | | | |
| *a.* | Will physical data be transported from one location to another (e.g. transported from office to home)? | | Yes  No |
|  | *If yes:* | | |
| *i.* | | Outline the procedures to ensure data is kept secure. | | |

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| 1. What will be done with the data after the project is complete (e.g. disposed of or archived). Please outline the procedures.   *NOTE: Disposal of data is not a requirement of the TCPS2-2018 nor the Brandon University Research Ethics Committee (BUREC) Policies and Procedures.* |

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| 1. Has a data management plan been created?   *NOTE: For more information, please refer to the Brandon University Research Data Management Strategy at* [*https://www.brandonu.ca/research/policies-programs/research-data-management/*](https://www.brandonu.ca/research/policies-programs/research-data-management/) | | Yes  No |
|  | *If yes, please include the Data Management Plan as an appendix.* | |

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| 1. Will data be made available to third parties? | | Yes  No |
|  | *If yes:* | |
| *a.* | How will data be used by third parties? | |

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| 1. Are material incidental findings reasonably foreseeable?   *As per the TPCS2-2018 – Article 3.4, and the Panel on Research Ethics’ “How to Address Material Incidental Finding: Guidance in Applying Article 3.4”, “An ‘incidental finding’ is a discovery about research participants or prospective participants that is made in the course of research, but is outside the objectives of the research study… Incidental findings [are] “material” if they are reasonably determined to have significant welfare implications for the participant or prospective participant.”*  *Determination of Materiality: Incidental findings would be considered material if they have all three of the following key determinants – analytical validity, potential significance, and actionability.*  *For more information, please see “How to Address Material Incidental Finding: Guidance in Applying Article 3.4” accessible at* [*https://www.brandonu.ca/research/committees/burec/policies/*](https://www.brandonu.ca/research/committees/burec/policies/) | Yes – *if yes, please append the Management Plan.*  No – *if no: Should an event of an unexpected discovery of material incidental findings occur, the researcher must report the finding to the BUREC, and develop a management plan for the BUREC’s approval before implementation.* |

Attachments/appendices included:

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| 1. Identify the attachments/appendices included with this application, including the Appendix name. | | | |
|  |  |  | *Appendix Name (e.g. Appendix A, Appendix B, etc.)* |
| a. |  | Recruitment documents:  *For example:*   * *Letters of Initial Contact (research participants, parents/guardians, institutions, agencies, companies, school boards, principals, teachers, etc.)* * *Script for announcement* * *Advertisement* * *Poster* * *Social Media Posting* | Appendix |
| b. |  | Consent documents:  *May include research participants, parents/guardians, institutions, agencies, companies, school boards, principals, teachers, third-party authorized, etc.* | Appendix |
| c. |  | Confidentiality Agreement Template(s):   * *For persons involved with collecting and/or handling data, if applicable, such as a research team member other than the PI or Co-investigator(s).* * *Focus group participants.* | Appendix |
| d. |  | Research Instruments:   * *Questionnaire* * *Test items* * *Sample tasks* * *Interview Questions* * *Focus Group Questions or Themes* | Appendix |
| e. |  | Ethics Certificate from other institutional REB, if applicable. | Appendix |
| f. |  | TCPS CORE Tutorial Certificate of Completion.  *NOTE: For more information, please refer to the Brandon University Research Ethics Committee (BUREC) Policies and Procedures at* [*www.brandonu.ca/burec/policies*](http://www.brandonu.ca/burec/policies) | Appendix |
| g. |  | Other – Please specify: |  |
|  |  |  | Appendix |
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|  |  |  | Appendix |

additional co-investigators (as applicable):

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| Name: |  |
| How do you self-identify?  *(i.e. Dr., Mr., Ms., Mrs., Mx., etc.)* |  |
| Position:  *(i.e. Professor, Instructional Associate, Undergraduate Student, Graduate Student, etc. If outside of academia, please identify your job title and company/organization’s name)* |  |
| Mailing Address:  *BU Faculty researchers need only list their Department/Faculty* |  |
| Email Address: |  |
| Telephone Number: |  |
| Name: |  |
| How do you self-identify?  *(i.e. Dr., Mr., Ms., Mrs., Mx., etc.)* |  |
| Position:  *(i.e. Professor, Instructional Associate, Undergraduate Student, Graduate Student, etc. If outside of academia, please identify your job title and company/organization’s name)* |  |
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| Mailing Address:  *BU Faculty researchers need only list their Department/Faculty* |  |
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| Telephone Number: |  |
| Name: |  |
| How do you self-identify?  *(i.e. Dr., Mr., Ms., Mrs., Mx., etc.)* |  |
| Position:  *(i.e. Professor, Instructional Associate, Undergraduate Student, Graduate Student, etc. If outside of academia, please identify your job title and company/organization’s name)* |  |
| Mailing Address:  *BU Faculty researchers need only list their Department/Faculty* |  |
| Email Address: |  |
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