

## Ethics Procedures for PSYC 4000 and 4001

Revised October 10, 2014

- 1) Your supervisor must obtain ethics approval for your project from the University HPRC ethics board. Your project will often be part of an ongoing program of research for which your supervisor already has HPRC approval. However, if not, and your project will form part of your supervisor's program of research or your supervisor is collaborating with you in any way on your project, then University HPRC approval must be obtained. If for some exceptional reason your thesis will not be part of your supervisor's research program, and your supervisor will not be collaborating with you on the project, then you must complete a Department HPRC ethics application and indicate why approval is not being sought at the University level.
- 2) Submit a copy of the HPRC ethics approval that covers your project (i.e. step 1) to the coordinator of 4000 or 4001.
- 3) You and your supervisor must complete Form 2 which can be found at the following website: <http://www.psych.yorku.ca/ethics/> Submit a signed copy of the first page of this form to the coordinator of 4000 or 4001.
- 4) You must complete the online tutorial pertaining to the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS), found at the following website: <http://www.pre.ethics.gc.ca/default.aspx> Submit an electronic copy of the certificate when completed to (a) the coordinator of 4000 or 4001 and (b) your supervisor. You will also need to submit a print copy of the certificate together with your bound thesis to the undergraduate office in April (see #6 below).
- 5) At the time of finalizing your thesis in April you must submit a signed copy of Form 3 to the coordinator of 4000 or 4001, available at: <http://www.psych.yorku.ca/ethics/>
- 6) When you submit your bound thesis to the department you will need to include a copy of your ethics tutorial certificate and a signed copy of Form 2 (page 1 only).

*Note:* In sum, the thesis coordinators get three things from you: (a) a copy of the HPRC ethics (or departmental) approval; (b) a signed copy of the first page of Form 2; and (c) the ethics tutorial certificate. For FW14-15, Jill Rich ([jbr@yorku.ca](mailto:jbr@yorku.ca)) is the coordinator of PSYC 4000, and John Eastwood ([johneast@yorku.ca](mailto:johneast@yorku.ca)) is the coordinator of PSYC 4001.