University of Manitoba | Research Ethics and Compliance

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Creating a Human Research Ethics Protocol in RAS – A Companion Guide: Dissemination/Withdrawing Tab

The purpose of this Guide is to clarify questions that appear in the Research Administration System ethics protocol form under the Dissemination/Withdrawing tab and to provide additional tips in completing your protocol. Not all questions in RAS are included in the Guide as not all questions require further clarification. Refer to this Guide as you craft your responses.

The text in **black** is the question as worded in the RAS system. The text in **green** clarifies what the Research Ethics Board (REB) is looking for. The text in **blue** provides information required in the consent form to help ensure greater consistency throughout the application.

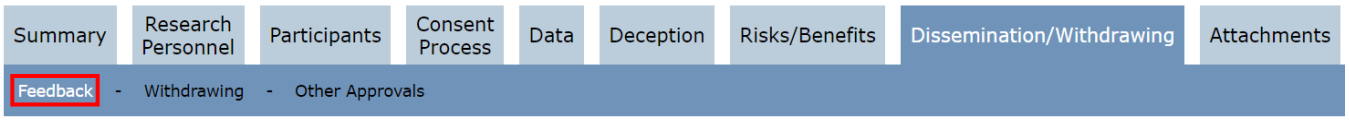
NOTE: As you move through the tabs, you will see a number of "Yes" or "No" questions. Your responses may open additional tabs or text boxes which require your attention. If you change your answer to the "Yes" or "No" questions, these additional tabs or text boxes may disappear. Any responses you entered will not be saved.

TIP: Read all the questions before completing the application. Only respond to the question being asked in each text box. This prevents duplication of information and ensures consistent responses throughout the protocol.

As the system's text boxes do not allow for formatting, we recommend using spacing and capital letters to create headings.

DISSEMINATION/WITHDRAWING TAB:

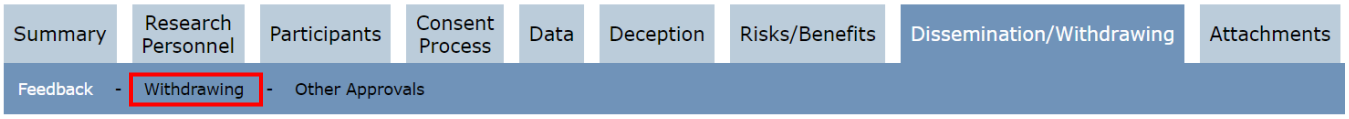
Feedback



- Will you be providing participants with the opportunity to review their data?
  - If 'Yes', a new question will appear. Indicate what data will be shared with participants as part of the member checking process (e.g. recording, transcript, field notes). Also outline when and how participants will receive the data, how long they will have to review it, and what will be assumed if no response is received.
- Will your publications refer to individual participants?
  - This includes oral and/or written dissemination.
  - If 'Yes', a new question will appear. Indicate how you will refer to these individuals. If using pseudonyms/general descriptors, indicate the naming convention that will be used.
  - If using real names, be consistent with the confidentiality section of your protocol and the consent form.

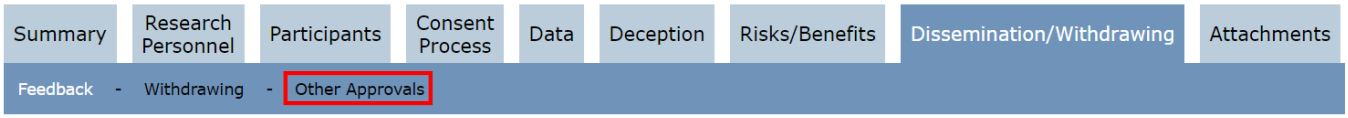
- How will the research results be disseminated, to whom, and for what intended purpose?
    - What is your study's dissemination/knowledge mobilization plan? Include all potential avenues. Include who you will engage with and how you will engage with them (e.g. publications, presentations, articles, reports, theses, website, videos, creative works, community meetings). Ensure that your engagement strategies are appropriate for your stakeholder audiences(s).
- Steps should be taken to provide participants with a brief, non-technical summary of research results as soon as possible after the data collection phase of the study is completed should they want it.
    - Results of the study should be made available to participants in a culturally appropriate and meaningful format. Provide your plans for sharing this information with your participants. Participants should be given a choice in how they wish to receive this information and approximately when to expect it (by MMYY).
    - Ensure that the consent form reflects what is outlined here.

Withdrawing



- How and when are participants informed of their right to withdraw?
    - Keep the information here consistent with the consent form, which should clearly outline how participants can withdraw from the study.
- What procedures will be followed for participants who wish to withdraw at any point during the study?
    - Describe how participants can withdraw from the study at any point in time. Include information on who they contact and how the contact should be made.
- Please indicate what will be done with the participant's data when they request to withdraw.
    - The REB default is to destroy all the data upon withdrawal. If you anticipate any limitations to your ability to destroy these data (e.g. focus groups, observation studies), indicate the limitations here and in the consent form.
    - Address the destruction of partial data if applicable.
- Is there a deadline after which the nature of your data analysis would make it impossible for participants to withdraw? Please provide a MMYY.
    - There are often limitations to destroying data once they have been anonymized or pooled together. If there is a deadline to withdraw, ensure the consent form reflects this.

Other Approvals



- How will you obtain approval from the groups/organizations?
  - Who are the group(s)/organization(s) you will require approval from and how will you obtain this approval?
  - Attach any scripts that will be used to request permissions/approvals. Copies of communications or approval letters may also be attached.
  - If you do not have the required approval yet, attach a blank document as a place holder. When you receive the document, submit an amendment.