HUMAN PARTICIPANTS REVIEW SUB-COMMITTEE (HPRC)

Protocol Form

Who should complete this Protocol Form?
All faculty members (including contract, adjuncts, and seconded) who are conducting funded or un-funded, minimal or more than minimal risk* research that involves the use of human participants, must complete this Protocol Form. Students who are conducting funded minimal or more than minimal risk research that involves the use of human participants must also complete this form. This includes all experiments, interviews, and participant observation. If you are a student and your research is non-funded AND minimal risk, please consult with your Department Chair's, Graduate Programme Director's or Faculty Dean's office to discuss the approval process for your research.

How long will the review process take?
The average time to process minimal risk protocols is approximately twenty working days from the date of receipt in the Office of Research Ethics (ORE). **INCOMPLETE OR ILLEGIBLE PROTOCOLS WILL BE RETURNED TO THE RESEARCHER, WHICH WILL DELAY THE PROCESS.**

Online Ethics Review System
If you would like to submit your protocol using the Online Ethics Review System, please click on the following link: http://www.yorku.ca/research/support/documents/#ethics. Please note that the system is currently only accessible to faculty members and requires a York Passport Account. Hardcopies are not required if you are submitting your protocol via the online system.

Who can I contact if I have any questions?
Please contact the Coordinator, Research Ethics Review, Office of Research Ethics at ext.55201 or (wjokhoo@yorku.ca).

*The HPRC uses the definition of minimal risk as outlined in the SSHRC/NSERC/CIHR *Tri-Council Policy Statement "Ethical Conduct for Research involving Humans"* (December 2010): "If potential subjects can reasonably be expected to regard the probability and magnitude of possible harms implied by participation in the research to be no greater than those encountered by the subject in those aspects of his or her everyday life that relate to the research then the research can be regarded as within the range of minimal risk" (p. 1.5). An expanded version of this definition is available from ORE upon request.

Please submit completed form and attachments (plus six copies) to:
Secretary, Human Participants Review Sub-Committee
Office of Research Ethics
5th Floor, Kaneff Tower
***Hardcopies are not required if you are using the Online Ethics Review System*

Checklist:

☐ Original, plus six copies
☒ Form is signed
☒ Consent statement is attached (informed consent form, letter, online consent or verbal statement)
☒ Additional Documentation (Ethics approval certificates/ letters of permission from other institutions or departments, a sample of the interview questions, questionnaires or survey if applicable) **

** Please visit our website for Guidelines on:

- Research in an Online Environment
- Research Conducted by External Researchers
- Research in Hospital Clinical Settings
- Research in Educational Settings
- Research Involving Minor Age Participants
- Research with People who are Homeless
- Data Security Guidelines
- Ethical & Hazard Identification Guideline for Classroom and Research Projects Conducted at York University
- Research Involving Aboriginal Peoples
- Aboriginal Research - Checklist for Researchers
- Invasive Procedures

Note: Protocols involving Invasive Procedures and/ or the collection of human bodily fluids will NOT be accepted for review unless the Health & Safety Checklist is completed and all relevant documentation is attached (e.g. Biosafety Permit, Proof/ Certification of delegation of the controlled act by the relevant registered Health Professional, Radiation Safety Permit).

PART A - GENERAL INFORMATION

A. Name of Principal Investigator(s): Anne MacLennan

B. Department and Home Faculty (or Research Centre/Institute): Division of Social Science, Communication Studies Department

Campus Mailing Address: Room 3012, 4700 Keele St. , Toronto, Ontario, M3J 1P3

Extension: 33808

E-mail: amaclenn@yorku.ca

C. Names of any other persons involved in the data collection:

	Name	Role	Institution/ Research Centre
1.	Paul Moore	co-PI	Ryerson University
2.			York University
3.			York University
4.			York University
5.			York University
6.			York University
7.			York University
8.			York University

D. Status of Principal Investigator:

- ☒ York Faculty Member
- ☐ Graduate Student
- ☐ Undergraduate Student
- ☐ Other:

If student, please provide course director's or supervisor's name:

E. Title of Research Project: First Person Plural: Transcribing the Perspectives of Canadian Broadcast Pioneers for a Digital Age

F. Is this research defined:

- ☒ Minimal Risk
- ☐ Non-minimal Risk

(Please see (*) footnote on first page for definition of minimal risk.)

G. If your research involves the use of human tissue/ blood/ body fluid and/or invasive procedures, please refer to the Submission and Ethics Review Guidelines for Research Involving Invasive Procedures and/or Collection of Human Bodily Fluids confirm whether Biosafety approval is in place:

☐ Yes - *Please append a copy of your approval certificate to your application*

☐ No - *HPRC protocol cannot be reviewed until the ACOBS approval certificate is in place.*
☒ Not applicable

For more information on Biosafety please contact the Occupational Health Coordinator & Biosafety Officer, Phone: x44745

H. If your research involves the use of radioactive materials and/or radiation exposure, please confirm whether Radiation Safety approval is in place:

☐ Yes - *Please append a copy of your approval certificate to your application*
☐ No - *HPRC protocol cannot be reviewed until the Radiation approval certificate is in place.*
☒ Not applicable

For more information on Radiation training please contact the Radiation Safety Officer (RSO), Department of Occupational Health and Safety, x44745

I. Does your research involve Aboriginal/ Indigenous Peoples?

☐ Yes – *Please complete and append a copy of the 'Checklist for Researchers'. Your protocol will first be reviewed by the Aboriginal Research Ethics Review Advisory Group.*
☒ No

J. Is this a revised version of a protocol previously reviewed by the HPRC?

☐ Yes
☒ No

If yes, please explain:

K. Approximate dates for proposed study:

Start: August 1, 2014 **End: April 30, 2015**

L. Is any anticipated funding for this project from internal (i.e., York University) sources?

☐ Yes
☒ No

If yes, what is the funding source?:

M. Is any anticipated funding for this project from any external (i.e., outside York) sources?

☒ Yes
☐ No

If yes, what is the funding agency and/or program?: Canadian Media Research Consortium (CMRC)

PART B - RESEARCH INFORMATION

1. In layperson's terms, please provide a general and brief description of the research (e.g., hypotheses, goals and objectives, etc.).

This position supports a research project that will examine the history of the emergence of Canadian broadcast technologies, with a view to transferring past media history projects to the present digital age—as a model for future oral histories and interviews with new media pioneers and innovators. Primarily focused on transcribing and examining existing interviews recording the perspectives of Canadian broadcast radio innovators, the project will also conduct some original interviews with more recent leaders in Canada's digital communications industry to provide historical comparison, and to spur interest in completing and continuing earlier Canadian media history projects. By investigating pioneering broadcasters at the centre of the last century of communication technologies' transformation, and focusing on core elements of the catalysts of conversion from one medium to the next, the research will examine the role that these innovators had on the Canadian broadcasting scene and the technology as a whole. By using archived interviews from the Canadian Communication Foundation (CCF) Fonds and the Kenneth Bambrick Fonds, the research will encompass a wide range of innovative and historically significant perspectives on this process of technological change in Canada and the ever-evolving role the medium has held within Canadian social and cultural history.

The CCF Fonds are a collection of 146 interviews, totalling over 90 hours, of Canadian radio and television broadcasting pioneers. Originally started in 1967 by the Canadian Association of Broadcasters (CAB) to "commemorate throughout Canada the development of electronic communications," the CCF later took on new life recording the interviews of those broadcasters who helped create and shape the Canadian broadcasting environment. In 1987, the CCF took on a new effort to "chronicle and document, in sight and sound, the History of Canadian Broadcasting, by establishing an electronic data base, available to Universities, Colleges, Schools, Libraries, news media and communication centres across Canada and elsewhere, giving free access to all persons interested in the development of Broadcasting and related services." Subjects interviewed over the course of the CCF's effort ranged from the men and women from the early days of broadcasting to contemporary users and innovators of digital technologies. Sadly, almost 30 years later, these resources remain virtually unused. Over the years, intense efforts have been made to archive and house these interviews, which are now held in the Library and Archives Canada in Ottawa, Ontario, but little has been made of the content captured in them. Part of this research project's benefit is its utilization of these underused resources collected by the CCF. Taking advantage of the wide range of interviews from different time periods and regions will allows for a content and critical discourse analysis of the various regional and temporal perspectives.

The interviews cover discussions with a wide variety of communication specialists, from announcers to producers, broadcasters to technicians. These interviews give access to some of the first radio and television personalities in Canada through the numerous discussions with CAB Hall of Fame members and radio pioneers such as Dick Smyth, Raj Purdy, and Harry Boyle. Interviews such as these can be compared with contemporary broadcaster's experiences to gauge the changes and evolution within the industry from experiential accounts.

Further, several of the interviews are both socially and culturally significant as they feature discussions with some of Canadian radio's first women and racial minority broadcasters. Comparing the interviews of women such as Marge Anthony and Jean Caine, for instance, who helped create and preserve the female presence within radio broadcasting, with accounts from contemporary industry women will illuminate the changes in gender acceptance and equality that have occurred alongside the ever-increasing presence of women in broadcasting over the years. Likewise, an examination of the historical gender and race barriers from the golden age of broadcasting through first-hand accounts will yield important perspectives that have received little attention in Canadian scholarship.

This research is of particular significance due to its contribution to the understanding of Canadian popular media and Canada's relationship to the communications technology through its close work with

these invaluable resources.
The commercial and public broadcasters interviewed were, in the early days of radio, founders and adopters of new technologies. They played a role in introducing the country's audiences to awe-inspiring technologies that had not existed prior. These early trendsetters were professionally trained in radio and wireless communications, but also worked as entertainers. They needed to be just as skilled in the art of showmanship and entertainment in order to generate and maintain audiences. They were not only visionaries who gave voice to new technologies, but also served as a medium that connected people through the technology, instilling an essence that allows people to connect through the technology still existing today. Today, many of these technologies and techniques from the past generations are still being used by contemporary broadcasters.

The role and responsibilities of the student include the interviews of the broadcasters, the collection of the project sample, including news articles and related archival and microfilm materials, library searches and the completion of a literature review, supervision of and collaborative work with a large team of undergraduate students, placement students and graduate students, the management of files, materials and data, analysis of collected sample material, website maintenance, time sensitive material prioritized by deadline for upcoming academic conferences and articles, and any other related research and administrative duties. The student will be essential to the progress of the research project, and the position is part of a large research team, where the student will be expected to work alongside the principal investigator and other students and researchers associated with the project. The checks and balances of working on a team will keep the student on track.

2. **State who the participant(s) will be (e.g., experimental subjects, interviewees, community members to be observed, etc.). Please provide details about the research subjects that are relevant to your particular research (number, age, sex, students, children, businesspeople, government employees, etc.). Also discuss the relationship of the researchers to the prospective subjects (e.g., teacher, parent, advisor, stranger, etc.).**

   The participants will be the professionals and members of the contemporary broadcasting community.

3. **(a.) How will participants be recruited (e.g., snowball technique, random sampling, previously known to interviewer, telephone solicitation, etc.)?**

   The participants will be those previously known to the interviewer and public personalities.

   (b.) Will you be using any advertisements, flyers, posters etc.?
   ☐ Yes
   ☒ No

   If yes, please attach a copy with your application.

4. **Will you be offering inducements to participate (e.g., money, gift certificates, academic credit, etc.)?**

   ☐ Yes
   ☒ No

If yes, please elaborate:

5. **What exactly will be required of the participant(s) (e.g., answer a formal questionnaire, respond to interview questions, engage in a free-ranging discussion, undergo any medical procedures, etc.)? If applicable, please attach any research instruments (e.g., sample interview questions, questionnaires, etc.).**

   Participants will be given a questionnaire, asked interview questions, and engage in a free-ranging discussion.

6. **What, if any, are the risks to the participants?** **Or, ☒ No risks:**

7. **What, if any, are the benefits to the participants?** **Or, ☒ No benefits**

8. **Is there a possibility of commercialization of research findings? If so, would give rise to an apparent or actual or potential conflict of interest on the part of researchers, the University or sponsors?**

   ☐ Yes
   ☒ No

   If yes, please elaborate:

9. **This section pertains to issues around informed consent. Before completing, please read "Important Statement Regarding Informed Consent" attached to the end of this form.**

   (a) Will you provide to the participants a full explanation of the research prior to their participation?

   ☒ Yes
   ☐ No

   If no, please elaborate:

   (b) Is substitute consent involved (e.g., children, youths under 16, incompetent adults, etc.)?

   ☐ Yes
   ☒ No

   If yes, please elaborate:

(c) Is deception involved?

☐ Yes
☒ No

If yes, please elaborate (including issues around debriefing, if applicable):

(d) Will individuals remain anonymous?
Please note that it is expected that participants remain anonymous unless participants explicitly have given their permission otherwise.

☐ Yes
☒ No

If no, please elaborate: Interviews will be conducted with public personalities. Interviews with Public Persons and Artists will be attached.

(e) Will the data be kept confidential?
Please note that it is expected that the data be kept confidential unless the participants explicitly have given their permission otherwise.

☒ Yes
☐ No

If no, please elaborate:

(f) How will data security and management be addressed?
Please provide details regarding proposed measures for safeguarding information – in particular personally identifiable data - for the full life cycle of information: its collection, use, dissemination, retention and/or disposal. At a minimum, researchers should **consider the full implications of the data collection, use, retention and destruction/archiving when developing data security and management plans.** (Researchers are encouraged to review the Data Security Guidelines for reference re their responsibilities for data management).

The digitally archived interviews and data will be collected and held in secure harddrives and a password-protected database. It will be stored indefinitely or until some technology tragedy.

(g) How will informed consent be obtained? (Please check one):

☒ Informed Consent Form (please attach draft version)

☐ Letter* (please attach draft version)

☒ Verbally* (please attach draft approximation of what participants will be verbally told)

☐ Online Consent Form** (please attach draft version)

If informed consent is being obtained by letter or verbally, please provide a rationale regarding

why an informed consent form is not being used:

As much as possible the consent will be on a form, however in the case of some participants verbal consent will be accepted.

****If online consent is being obtained, please indicate the website where the questionnaire/ survey will be hosted:***

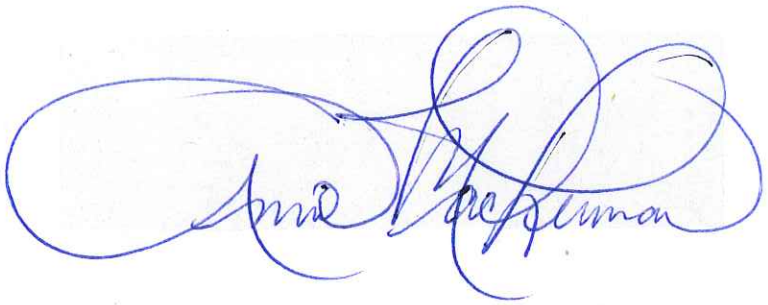
10. Is there any additional information that you would like to add that may assist the HPRC in reviewing your protocol?

I have examined the guidelines and principles detailed above, and *the Senate Policy for the Ethics Review Process for Research Involving Human Participants*, and affirm that, to the best of my knowledge, this research conforms thereto. I hereby undertake to notify the Human Participants Review Committee if I make any major procedural changes involving the use of human participants on this project. I will also notify the Human Participants Review Committee if any unforeseen risks not specified in the research proposal appear. In such a case, the study will be suspended pending clarification.

Signature of Principal Investigator (PI) — Date

Signature of Faculty Advisor (if PI is a student) — Date

Section into insert Digital Signatures (if applicable):



Electronic Signature of Principal Investigator (PI)

July 25, 2014

Click here to enter a date.

Date

Click here to enter a date.

Electronic Signature of Faculty Advisor (if PI is a student)

Date

Item 9 - Important Statement Regarding Informed Consent

A. The HPRC has adopted the position that all human participants (e.g., interviewees, research subjects, community members, etc) have the right to be informed of:
   - the nature of the research (hypotheses, goals and objectives, etc.);
   - the research methodology to be used (e.g., medical procedures, questionnaires, participant observation, etc.);
   - any risks or benefits;
   - their right not to participate, not to answer any questions, and/or to terminate participation at anytime without prejudice (e.g., without academic penalty, withdrawal of remuneration, etc.)
   - their right to anonymity and confidentiality;
   - any other issues of which the participants should be aware that are relevant to specific protocols and research projects.

B. The HPRC recognizes that the manner the researcher uses to obtain the informed consent varies according to the nature of the research, status of the participants, and culturally-specific norms. Although the HPRC requires that the principles of informed consent (outlined in A. above) be met, it is very flexible in how this consent is obtained. The HPRC will accept any of the three methods outlined below:

   1. Informed consent form: The traditional informed consent form is the standard for research involving human participants. This would detail the principles outlined in A. above, and require the participants' signatures.
   2. Letter: Where the traditional informed consent form is not appropriate (e.g., interviews with artists or government officials, mass mailed questionnaires, etc.), the researcher may wish to seek permission through a letter inviting them to participate. This letter must nonetheless incorporate the principles of informed consent outlined in A. above.
   3. Verbal statement: In some instances, where written communication is not feasible (children, illiterate adults, certain communities), researchers can relay the principles outlined in A. above verbally.

   Although it is impossible to come up with *one* generic model that will suffice for every research endeavour, an Informed Consent Form Template is available for your review and assistance on the York Research website.

C. The HPRC recognizes that researchers completing this protocol may not be at the stage of their research where they are able to provide this information. Nonetheless, the HPRC requires that a "best effort" draft be attached to this protocol. **PROTOCOLS THAT DO NOT ATTACH THIS INFORMATION (CONSENT DOCUMENT) WILL BE RETURNED TO THE RESEARCHER.**