

Administrative Approval Form

Instructions

All researchers planning to conduct research involving human participants and wishing to collect data from Seneca staff, faculty or students, or access to existing institutional data and/or resources, must obtain research ethics and administrative approval before initiating any research-related activities.

Administrative permission is intended to ensure that the research does not unreasonably interfere with Seneca's operations. Permission may or may not be granted on the basis of the project's costs, efforts, risks, impacts on members of Seneca, and/or impacts on institutional resources. **Administrative Approval does not guarantee Ethics Approval, and vice versa.**

There are three (3) sections in this application form. Please take note of the following sections:

1. Section A: General Information
2. Section B: Research Project Details
3. Section C: Signatures

Submission Instructions

Please complete all applicable sections and submit your Administrative Approval Form to the Seneca Applied Research Office at research@senecacollege.ca. Only electronic versions of documents in Word or PDF format are accepted. You will receive an email acknowledgement of your submission within two (2) business days. Administrative approval is granted by the Office of the Vice-President of Academic. Administrative approval applications are reviewed on an ongoing basis. The review process can take between 10 and 30 days. Please plan your research timelines accordingly.

Additional Information

Research involving quality assurance and quality improvement studies, program evaluation activities and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes does NOT require REB review.

3. Process and timeline for contacting Seneca students, staff or faculty research participants:

4. Please provide details about if and how the study and its results will maintain Seneca's anonymity.

Section C: Signatures

1. Principal Investigator's Signature

I certify that the information in this document is true and correct to the best of my knowledge.

Principal Investigator Signature

Job Title

Date

2. Approval from Seneca Administration

I am aware of and have approved this research project to be conducted as outlined in this document. The Principal Investigator of this study shall be granted reasonable access to the appropriate Seneca faculty, staff, students and institutional data required to complete this study.

Seneca Administrator Signature

Name and Title

Date