**Baycrest REB: Program Evaluation Application**

**Date of Application:** [Date]

**Program:** [Program name]

**Institution:** [Name of host institution running the program]

**Evaluation Team:**

[List all members of the evaluation team per site]

**TCPS-2 Certificate Status:** [Indicate whether TCPS-2 certificates have been obtained and logged with the Research Ethics Office for all team members]

To obtain TCPS-2 certification, please visit the following website: <http://tcps2core.ca/welcome>

**Program Background:** [Provide a brief description of the program to be evaluated. Include details regarding the target population; the problem the program is aiming to address; the nature of the program, including a description of the program and its associated activities; and note key team members involved in program implementation].

**Project Goals/Objectives:** [Describe the goals of the evaluation]

**Evaluation Questions:**

[List the key evaluation questions below]:

1. [Evaluation question 1]
2. [Evaluation question 2, if applicable, and so forth]

**Evaluation Plan:** [Provide the details of this evaluation. Describe whether the evaluation is a needs assessment, evaluability assessment, process evaluation, outcome evaluation, impact evaluation, cost-analysis, and so forth. Describe the associated data sources to be obtained for each population involved. Describe the quantitative (numerical) and qualitative (non-numerical) data sources. Describe general timelines – either of the data to be reviewed (e.g., data from the past 1 year of the program, from January 2019 to December 2019, will be examined), or the timelines in which the data will be collected (e.g., surveys and focus groups will be conducted over the course of the next year beginning in February 2020 and concluding in January 2021).]

**Consenting Process**

[Detail the consenting process to be used as part of this evaluation. Note whether and how informed consent will be sought. If receiving consent using a substitute decision maker (SDM), note how the evaluation team will obtain client/participant assent, if applicable. If a consenting process is not in place, please indicate why.]

**Analysis Plan**

*Quantitative Analysis*

[Briefly describe the quantitative data analysis plan – this can include the descriptive statistics needed to characterize the target population of the evaluation, summaries/analyses of survey/questionnaire data, product usage data, usage statistics, scores on diagnostic measures, etc.]

*Qualitative Analysis*

[Briefly describe the qualitative data analysis plan – this can include summaries or thematic/narrative/other analysis of focus group/interview data, open-ended survey questions, (in)formal discussion questions related to client satisfaction/experience, etc.]

**Potential Risks**

* **Note:** Please consult the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS-2) website to help determine what might constitute a potential risk (<https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter2-chapitre2.html#9>)
* [List the potential risks associated with this evaluation; note whether or not loss of confidentiality/privacy is a risk in this study]
* [List all additional risks as needed]
* [Note whether members of the evaluation team have active TCPS-2 certification]

**Potential Benefits**

* **Note:** Please consult the TCPS-2 website to determine what might constitute a potential benefit (<https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter2-chapitre2.html#9>)
* [List the potential benefits associated with this evaluation]
* [List additional benefits as needed]

**Data Sharing, Ownership, and Access**

* [Describe who will own the various data sources – hard copies, electronic files, other data sources]
* [Describe who will be carrying out the evaluation – single-site, joint evaluation, etc.]
* [If this is a joint evaluation, list who will be responsible for which evaluation activities]
* [Describe where the data will be stored]
* [Describe how long the data will be retained for and by which site]
* [Describe the uses of each data type and by whom]

**Legal**

* [Note the legal documents/agreements (e.g., third-party user agreements) in place as part of this evaluation; if agreements require legal review; if this does not apply, indicate why]

**Privacy**

* [Describe what privacy provisions are in place to safeguard participant/client privacy – e.g., de-identification/anonymization of data; potentially identifiable data are only accessed by authorized members of the evaluation team, etc.; if Privacy Officer approval is required; if this does not apply, indicate why]

**e-Health/IT Security**

* [Detail the different e-Health/IT security provisions in place – e.g., document IT approval for use of a given app/service/technology; note whether data will be transferred over a secure server, how the data will be trafficked and to what jurisdictions; if e-Health/IT approval is required, etc.]

**Human Resources (Staff)**

* [Detail the human resources needed to implement the project and conduct this evaluation; document whether any team members will be involved/hired for this evaluation, what their role is, and how long they will be involved in the evaluation; if unions will need to be involved in the project; if this does not apply, indicate why]

**Data Destruction**

* [Describe whether/when the data will be deleted and by which site(s); if this does not apply, indicate why]

**Knowledge Dissemination Plan**

[Describe the knowledge dissemination plan – e.g., stakeholder reports, marketing materials, conferences, journals, presentations, etc.]

**Next Steps**

[Describe how the evaluation findings will be applied in the future – e.g., program refinement, to scale the program, solution commercialization, foundation for future evaluation or research activities, etc.]

**Resources:**

For more information about ethical conduct in research/evaluation practices, please consult the TCPS-2 website at: <https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html>