**TRACKING FORM**

**Reports and Amendment Request**

**NOTE:** Send this form and any amended document to the Research Ethics Board by email at cer@enc.qc.ca. It must be completed in French according to the requirements in force in Quebec. Exceptionally, it can be completed in English.

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| **REQUEST SUBJECT(S)**  |
| Nature of ongoing ethics review: | [ ]  Report (ongoing project) [ ]  Report (completed project) |
| Request for amendment(s)  | [ ]  Minor [ ]  Major [ ]  None  |
| Report of unforeseen side effects  | [ ]  Yes [ ]  No [ ]  None |

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| **GENERAL INFORMATION** |
| Research project title: |  |
| REB file number: |   |
| Anticipated end date of the research project:Project suspended or cancelled? Explain |  |

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| **RESEARCH PROJECT STATUS** |
| Solicitation, recruitment, or access to data:  | [ ]  Upcoming [ ]  Ongoing [ ]  Completed [ ]  N/A |
| Data Collection / Research Activity: | [ ]  Upcoming [ ]  Ongoing [ ]  Completed [ ]  N/A |
| Data analyses: | [ ]  Upcoming [ ]  Ongoing [ ]  Completed [ ]  N/A |
| Publication : | [ ]  Upcoming [ ]  Ongoing [ ]  Completed [ ]  N/A |

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| **GENERAL ASSESSMENT OF THE RESEARCH PROJECT PROGRESS** |
| Briefly report on the progress of the project and, if applicable, any difficulties encountered. |

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| **UNFORESEEN EVENT REPORTING** |
| Describe the unforeseen event in detail and explain how the research team intends to remedy or has remedied the situation. |
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| **RESEARCH PROJECT AMENDMENT(S)** |
| Report any changes made since the last report - or that need to be made - and fully describe them. |
| **Composition of the research team**Last name, first name, title (for students, study program), affiliation, email | [ ]  Yes [ ]  No |
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| **Ethics approval (other REB) or access authorization** | [ ]  Yes [ ]  No |
| Description : |
| **Financing** | [ ]  Yes [ ]  No |
| Description : |
| **Conflict(s) of interests** | [ ]  Yes [ ]  No |
| Description (specify if actual, potential or perceived– involving research team, institution or funder): |
| **Procedure and terms of participation** | [ ]  Yes [ ]  No |
| Description : |
| **Secondary use of data or material** | [ ]  Yes [ ]  No |
| Description : |
| **Access to personal information** | [ ]  Yes [ ]  No |
| Description : |
| **Criteria for selecting individuals** | [ ]  Yes [ ]  No |
| Description : |
| **Sampling (*n*)** | [ ]  Yes [ ]  No |
| Description : |
| **Recruitment** | [ ]  Yes [ ]  No |
| Description : |
| **Compensation, incentive, restitution or indemnification** | [ ]  Yes [ ]  No |
| Description : |
| **Consent process** | [ ]  Yes [ ]  No |
| Description : |
| **Risks and disadvantages** | [ ]  Yes [ ]  No |
| Description : |
| **Advantages and benefits** | [ ]  Yes [ ]  No |
| Description : |
| **Data and material confidentiality** | [ ]  Yes [ ]  No |
| Description :  |
| **Research data management** | [ ]  Yes [ ]  No |
| Description : |
| **Creation of a database or data transfer** | [ ]  Yes [ ]  No |
| Description : |
| **Other** |
| Description : |

**STATEMENT BY THE RESEARCH ACTIVITY MANAGER**

**AT THE NATIONAL CIRCUS SCHOOL**

I, the undersigned, **First Name Last Name,** confirm that the information presented above and in the attached documents is consistent with what has been done or is planned as part of the research project.

I agree to comply and ensure that all individuals involved in the research project comply with all the ethical requirements for research involving humans applicable at the National Circus School and in Canada.

I reiterate that, for the entire duration of the research project, I agree to:

* + - Provide the REB with honest and complete information, in a transparent manner.
		- Report to the REB any significant changes that could be made to the protocol prior to its implementation.
		- Inform the REB of any unforeseen element or event that may have an impact on the well-being or integrity of the individuals involved in the research project, as well as any problem likely to have an impact on the members of the research team .

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|  |  | Date |
|  |  |  |
| Signature – Project manager at the NCS |  | Date (DD/MM/YY) |

**NOTE :** This document is largely inspired, with permission, by a similar document used at Polytechnique Montréal in 2022.

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| **CONTINUOUS IMPROVEMENT OF THE RESEARCH ETHICS BOARD** |
| We invite you to send us your comments regarding the support offered by the Research Ethics Board, both during the ethics review of your research project and during the conduct of your research activities. These comments will allow us to refine our approach to better respond to the concerns of research teams and to improve our practices. |
| **Comments :** |