**Research Ethics Board** Oct 2011

**Course-Based Research Project Application**

Many undergraduate and graduate courses include class projects and activities designed to develop research skills. These projects may be carried out by individual students, small groups or as a single class projects. The Instructor for the course takes the role of principal investigator and submits an application for Course-Based Research Projects. This application applies to projects that will be conducted within a course. Undergraduate Honors projects and Master’s thesis’ projects will normally be required to complete the full application form.

## This application form can be submitted to the Faculty/Department REB in Anthropology, Economics, Education, Kinesiology & Health Studies, Human Justice, Psychology, and Fine Arts. The REB may require further information prior to approving the project.

Course-based research activities will vary in scope; informational gathering activities classified as research may include:

* Students conducting interviews or distribute questionnaires to develop interview or questionnaire design skills;
* Students administer standard tests;
* Conduct research projects where students pose research questions, gather data from human participants and analyze the results for presentation or a paper;
* Other activities that would be considered research within the discipline area in which the course is being taught.

Some information gathering activities are not considered “research” as defined by the TCPS and outside of the scope of REB review. Information gathering activities are classified as professional education or development and not research when:

* The intent to use the information is to provide advice, diagnosis, or general advice for a client;
* The objective is to develop skills which are considered standard practice within a discipline (e.g. observation, assessment, intervention, evaluation, auditing);
* The information collection processes are a part of the normal relationship between the student and participants (classroom teacher and students or nurse and patient);
* The data collected or conclusions drawn are to be disseminated in a private forum such as with the client.

The requests for course-based research projects should follow the following criteria:

* Student projects should be no more than minimal risk. The TCPS2 defines minimal risk as the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research;
* Projects must not involve any personal, sensitive or incriminating topics or questions which could place participants at risk;
* Projects do not involve deception.

**Section I: Identification and Purposes**

1. Date:

 Professor:

 Department:

Telephone #:       E-mail:

 Course number & title:

Number of Students in Course:

2. Briefly describe the pedagogical goal of the assignment (please attach the course/project outline to be given to students:

3. Minimal risk and delegated review: Risk to participants should be proportionate to both student experience and pedagogical goals, with appropriate levels of responsibility and supervision by the instructor. Typically, undergraduate course research should involve minimal risk, which means that the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research. Briefly explain the research risk level.

4. Please describe what research methods will be used and the range of topics. Will all students be given similar research topics and methods or choice of 2-3 research methods? If there will be student choice, please describe the common features that will be shared by all of them.

5. Please list the potential type of participants to be recruited (e.g. fellow students, members of the public, etc) and describe the range of methods by which they will be recruited.

6. Describe the consent process the instructor and/or students will use to obtain informed consent. Please note, it is the quality of the consent not the format that is important: if there will be no written consent form, please explain (e.g. culturally inappropriate). A consent and assent process may be required for any participants that do not have the competency to consent (e.g. children).

7. Explain briefly how you will prepare your students to comply with Tri-Council Policy (TCPS) guidelines and University policies in completing the course assignment(s). In particular, explain how students will be prepared to attend to the following:

* Involvement of vulnerable populations of participants;
* Obtain free and informed consent and understanding circumstances in which voluntary consent may potentially be compromised;
* Exercise the right to withdraw from participation or withdraw their data from the study;
* Management of data: safe and secure storage while under student control, submitted to instructor with student final report and secure storage in locked cabinet by instructor and appropriate disposal procedures.
* Address anonymity and confidentiality:

**Anonymity**: No link can be established between a participant and the research (i.e. no one knows who has participated in the study).

**Confidentiality:** No link can be established between the collected information and a participant’s identity (i.e. no one can identify who contributed a given piece of information)

8. How will the research material be used? (e.g. term paper, in class presentation)

My signature(s) below acknowledges that I:

* Certify that the information provided in this application is complete and correct.
* Am aware of my responsibility to supervise students conducting project involving human participants as a requirement to their participation in this course.
* Will comply with all policies and guidelines of the University and affiliated institutions where this study will be conducted, as well as with all applicable federal, provincial and local laws regarding the protection of human participants in research.
* Will ensure any significant changes to the proposed methods, or consent and recruitment procedures will be reported to the REB for consideration in advance of its implementation.

Signature of Instructor(s)

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