Appendix B

Ethical Review of Course-Based Research Involving Human Participants
Application Form

## Section 1- Instructor and Course Information

1.1 Course Instructor

| | |
|---|---|
| Position: | |
| Department: | |
| Email: | |
| Phone: | |

1.2 Course Number and Name:

| | |
|---|---|
| Names of other course instructors using the same research project(s) | |
| Indicate the academic terms you want this ethics approval for (i.e. Fall 2015, Winter, 2016 etc.) *Please note that course-based HREB approvals are for 3 year terms provided the assignment is not changed.* | |
| Have you completed the TCPS Online tutorial linked on the COTR HREB website? | |

## Section 2- Eligibility for Course-Based Review

**In order for the project to be considered appropriate for COTR HREB Course-Based Approval the following questions should be answered YES**

2.1 Does the project(s) potentially involve human subjects?

<div style="text-align:center">YES        NO</div>

2.2.  Is this an undertaking that can potentially extend knowledge through a disciplined inquiry or systematic investigation? In other words, is there a possibility that any of these projects will further knowledge in the field?

<div style="text-align:center">YES        NO</div>

2.3  Will this information be publically disseminated outside of the classroom (i.e. in a university poster session, a community-wide poster presentation, a conference, or published in a journal?)

<div style="text-align:center">YES        NO</div>

2.4 Is this application for a set of minimal risk research projects occurring within the scope of a course at COTR? (minimal risk is defined by the TCPS 2 as "research in which 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")

<div style="text-align:center">YES        NO</div>

**The following questions should be answered NO for COTR HREB Course-Based Approval.** If any of the questions are considered YES please contact the HREB chair to determine what form should be used in your situation or if either HREB or Course-based application are appropriate.

2.5 Will the projects be Biomedical?          YES          NO

2.6 Will any of the research projects involve any personal, sensitive or incriminating topics/questions that could place participants at risk?

<div style="text-align:center">YES        NO</div>

2.7 Will any of the research projects manipulate behaviour of participants beyond the range of normal classroom activity or daily life?

<div style="text-align:center">YES        NO</div>

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2.8 Will any of the research projects involve deception?

<div align="center">YES          NO</div>

2.9 Will any of the research projects involve physically invasive contact with the participants?

<div align="center">YES          NO</div>

2.10 Are any of the research projects a direct extension of the course instructor's research?

<div align="center">YES          NO</div>

## Section 3- Research Project/Assignment Information

3.1 Brief description of the project/assignment given to students:

3.2 What potential form(s) of public dissemination is/are anticipated?

3.3 What are the kinds of broad research questions/projects likely to be investigated or undertaken by students, or have been investigated or undertaken in the past in this type of assignment?

3.4 What are the kinds of data collection methods anticipated? For example, interviews, surveys, focus groups, tests etc.

3.5 What information regarding research ethics will be provided to students as preparation for this assignment, on issues such as free and informed consent, coercion to participate, and confidentiality of data? How will this information be provided?

3.6 How will free and informed consent be ensured, given the methods of data collection itemized? (Please include a template for consent forms- examples are posted on the COTR HREB website)

3.7 What potential risks and benefits (to participants and student researchers) are represented by the scope of the projects, given the usual populations and data collection tools used in your field?

3.8 Are there any potential conflicts of interest between the instructor and participants or the students or participants? If yes, how will they be managed?

3.9 How will students be instructed to store, secure, and destroy data? Where and how will data be stored? When will data be destroyed?

3.10 How will anonymity and confidentiality of the participants be ensured and communicated?

3.11 Please attach a copy of the course outline and the assignment outline.

## Section 4- Signatures

By signing this document, you are first agreeing to follow the scope of the projects outlined above, once cleared. Any substantive deviation from these protocols will need to be cleared with a modification request. You are also indicating that you are familiar with the guidelines of ethics as outlined by HREB and the TCPS2 and have ensured that all student projects will fit within the criteria of the course-based student projects. Lastly, you are agreeing to meet with the student investigators, to monitor the research progress, and will be available, should problems arise during the course of the research, to supervise the students and assist in solving such problems.

_____          _____

Faculty Name                                            Faculty Signature

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As well as awareness of the course-based student research, the role of the Dean (or designate) is to ensure that there are no risk management concerns (e.g. students being put at risk) or academic integrity concerns (e.g. student work being used improperly). HREB does not review these elements.

_____         _____

Dean's Name                                              Dean's Signature


If submitted by the noted deadlines, we can guarantee review prior to the course starting. If submitted after this date, we will still review the application, but we cannot guarantee a "review by" date. Please note: your application MUST receive clearance prior to the students beginning the work.

**Please submit an electronic copy of your application to the COTR HREB Chair**

* This application form was adapted with permission from the Mount Royal University Course Based Student Research Application. Parts of the original document were adapted from similar documents from the University of Alberta, Brock University, University of Western Ontario and the University of Calgary.