

Title of Policy	Ethical Review of Course-Based Research Involving Human Participants
Policy Number	7.1.7
Effective Date	January 2023

GUIDELINES/STEPS

A. DISTINGUISHING RESEARCH FROM PROFESSIONAL DEVELOPMENT

1. It is important to differentiate between research and professional skill development within the context of Research Ethics Board (REB) review. Course-based assignments are considered research and *may* be subject to REB review when any or all the following apply:
 - The intent is to educate students on research processes used to explore and expand existing theories and conceptual knowledge.
 - Students compare new techniques, practices, programs with standard approaches to determine which is more effective.
 - The results or findings are written in a format that would be acceptable for a research journal or academic conference presentation.
 - Primary data is collected and organized for analysis and distribution or dissemination.

AND

 - Research methodologies are conducted on human subjects.

2. Course-based projects not requiring REB approval meet the following criteria:
 - Projects where students are conducting research on themselves during class time.
 - Projects involving the use of records or information that is in the public domain including the use of anonymous secondary data and surveys or questionnaires that have already been published.
 - Projects involving the use of naturalistic observation where the participants are seeking public visibility and participant confidentiality and anonymity are ensured.
 - Practicum or job training projects where students are fully integrated into the organization's operational practices and are not conducting research.
 - Projects where the intent is to use the information to provide advice, diagnosis, identification of appropriate interventions or general advice for a client.
 - Projects where the intent is to develop skills which are standard practice within a profession (i.e. observation, assessment, intervention, evaluation, auditing).
 - Projects where the information gathering processes are part of the normal relationship between the student and the participants.

3. Any projects which are not subject to REB review under these guidelines must comply with the applicable professional standards and codes of conduct and follow any review process required by the related department.

4. If instructors are unsure whether a learning activity or project falls within the scope of REB review outlined in this document, they should contact the REB chair.

B. Course-Based Research Assignment Review

1. The instructor is to apply for ethics approval from the (REB) before course-based research is conducted.
2. The application can be accessed [here](#).
3. Once complete, the instructor will email a signed copy with supporting documents to the REB chair.
4. The REB must receive written evidence from outside agencies (e.g. school boards, health authorities) granting approval to carry out research that involve such agencies. A copy must be sent to the REB and will be kept on file with the instructor's application.
5. Expect expedited review of all course-based applications by the REB chair within 2 weeks of the submission date.
6. The instructor will submit the application within a reasonable timeframe for REB review, before the students begin their research projects.

C. Course-Based Research Capstone Project Review

Once Procedure B above is complete, the procedure for approval of a student project is as follows:

1. The student will prepare their project with all supporting documents including protocol, research tools, consent forms, and any other necessary items for undertaking the proposed research activity.
2. The student submits their project with supporting documents to the instructor for review.
3. The instructor will review the project for completeness, spelling and grammar, validity and rigor, and ensure the project adheres to TCPS2 and College of the Rockies policy 7.1.2 Ethical Conduct for Research Involving Human Subjects as best they can.
4. The student will receive approval from the instructor to submit their project to the REB. At this point, the project should meet the quality standards for the instructor and course requirements.
5. The student will complete an application for REB review, which can be accessed [here](#).
6. The student will submit the application to the REB chair via email with all supporting documents. The instructor and other relevant parties will be cc'd on the email.
7. The REB chair will review the project to ensure 1) it is minimal risk to participants and 2) the research is not conducted on vulnerable populations.

8. The REB chair will then review, or have a delegated party review, the project for ethical standards according to TCPS2 and policy 7.1.2.
9. If the project requires changes, the reviewer will email to student and cc the instructor with their concerns and request changes to the project and/or application.
10. Once the project is approved, the student, instructor, and other relevant parties will be notified via email with a formal letter.
11. Once the research project is complete, the student submit a study completion form, which can be accessed [here](#).
12. The student will destroy data from their research once the project and course are completed unless the REB application has made a clear case for how and why data will be stored after project completion.

Graphic outlining Procedure 7.1.7, section C

