

Appendix B

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

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Instructor & Course Information

1.1 COURSE INSTRUCTOR

Position

Department

Email

Phone

1.2 COURSE NUMBER & NAME

A. Names of other course instructors

B. Indicate the academic terms you want this ethics approval for

Please note that course-based REB approvals are for 3 year terms provided the assignment is not changed

e.g. Fall 2020, Winter 2021

C. Have you completed the TCPS:Core2 (2018) online tutorial?

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Eligibility for Course-Based Review

The following questions should be answered **YES** in order for the project to be considered appropriate for COTR REB Course-Based Approval

- 2.1 Does the project(s) potentially involve human subjects?** Yes No
- 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? Yes No
- 2.3 Will this information be publicly disseminated outside of the classroom**
i.e. in a university poster session, a community-wide poster presentation, a conference, or published in a journal? Yes No
- 2.4 Is this application for a set of minimal risk research projects occurring within the scope of a course at College of the Rockies?**
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" Yes No

The following questions should be answered **NO** for COTR REB Course-Based Approval.

If any of the questions are considered YES please contact the REB chair (Daniel Wiens) to determine what form should be used in your situation or if either REB 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?** Yes No
- 2.7 Will any of the research projects manipulate behaviour of participants beyond the range of normal classroom activity or daily life?** Yes No
- 2.8 Will any of the research projects involve deception?** Yes No
- 2.9 Will any of the research projects involve physically invasive contact with the participants?** Yes No
- 2.10 Are any of the research projects a direct extension of the course instructor's research?** Yes No

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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?

e.g. 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.

4

Signatures

FACULTY

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 REB 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 Signature

Faculty Name

Date

DEAN

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 Signature

Dean Name

Date

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 REB 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.*