**Faculty Application Form for**

**Ethical Review of In-Class Projects**

# Instructions:

* Please refer to the Guidelines for Ethical Review of In-Class Projects Involving Human Participants. These Guidelines and all other forms are available on the Research Ethics Board [website](http://www.algonquincollege.com/research-ethics-board/).
* Submit one signed application (including all requested materials / attachments) to the REB administrator at REBAdmin@algonquincollege.com.
* Any questions can be directed to the REB chair at REBChair@algonquincollege.com.

# Annual Reporting:

Approval of this application will be for one academic year and must be renewed annually, providing that there are no changes. If there is a change in the course instructor, research activities or procedures, a new application must be submitted.

# Background Information:

| Applicant Information | Course Information |
| --- | --- |
| Instructor: |  | Course Name: |  |
| Phone: |  | Course Code: |  |
| Email: |  | Program Code: |  |
| Office: |  | Academic Year: |  |
| Department: |  | Term(s): |  |
| Chair: |  | Enrollment: |  |

# Signatures:

As the instructor of this course, I have read the *Guidelines for Ethical Review of Course-based Research Involving Human Participants* and I agree to comply with the requirements of those guidelines and to prepare my students to conduct their in-class research activities in compliance with these guidelines.

I agree to notify the Research Ethics Board (REB) immediately if an untoward or adverse event occurs in the conduct of the in-class project, or if data analysis or other review reveals undesirable outcomes for the participant(s).

My signature below indicates that I am familiar with and agree to abide by Algonquin College’s [Directives for Research,](http://www.algonquincollege.com/directives/) the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2, 2014)](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/), and any directives set out by my profession or discipline.

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor Signature: |  | Date: |  |
| Chair/Director or Dean: |  | Date: |  |

# Application Attachments (please check all that are appropriate):

* This completed application, including all information on the Description of Research Activities and Procedures
* Copy of faculty member’s [TCPS 2 CORE](http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/) certificate
* Applicable course outlines
* General descriptions of each research assignment or activities involving human participants for this course
* A sample of a completed consent form, which will also be provided to students as a guideline for them to write their own consent form (refer to the [Information Letter and Consent Form checklist](http://www.algonquincollege.com/research-ethics-board/files/2015/04/AC-REB01-Information-Letter-and-Consent-Form-Checklist.docx))
* Copies of any recruitment notices, test instruments/questionnaires that will be used (if applicable)
* Copies of written approval from outside agencies (e.g.: school boards, hospitals, industry partners, aboriginal communities) to carry out individual research activities that involve all such agencies.
* Other relevant material *(please list)*:

Description of Research Activities and Procedures

Please help us understand the relationship between the course and research activities. Provide concise descriptions of the course and various aspects of the research activities or assignment(s). You may refer to the course outline as applicable in response to the questions below (ex: “See course outline, page \_\_, section \_\_.”)

1. Describe the purpose(s) of the course-based research activity(ies) or assignment(s).

1. Indicate the primary focus of the research activities (i.e., topic areas, scope).
2. Describe the human participants expected to be involved in the research activity (e.g., numbers, genders, ages, occupations, vulnerabilities, competencies).
3. Specify the types of procedures or methodologies that will be employed by the students to gather information (e.g., questionnaires, action research, focus groups, interviews, etc.).
4. Describe the geographic location where the course-based research activity will be carried out.
5. Identify all potential outside agencies that will be involved in the course-based research activity (e.g., companies; community agencies, School Districts; Hospitals; Aboriginal Governments or communities).
6. How will you protect the participants’ confidentiality or privacy?
7. How will you guarantee the participants’ free and informed consent and ensure that the participants can stop at any time?
8. Where will the data be collected and stored?
9. What are the risks and benefits to the participants?