**Student 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/). Any questions are to be directed to the course professor.

Annual Reporting:

Approval of an application will be for the duration of the course. If there are any changes in the research materials, such as target group, surveys, consent forms, etc., the modified documents must be submitted immediately to the professor.

Background Information:

| Project Information |
| --- |
| Student Name(s) and Email(s): |  |
| Project Title: |  |
| Course Name: |  |
| Course Code: |  |
| Professor: |  |

Signatures:

As student(s) of this course, I (we) have read the *Guidelines for Ethical Review of Course-based Research Involving Human Participants* and I (we) agree to comply with the requirements of those guidelines.

I (We) agree to notify my (our) professor 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).

|  |  |  |  |
| --- | --- | --- | --- |
| Student(s) Signature(s): |  | Date: |  |

Required Documents:

Students must provide the professor with information pertaining to each of the following:

* A brief description of the project in lay language that can be understood by the participants and that clearly identifies that this is a course-based project and includes the course name and number, and the instructor’s name and telephone number;
* A full description of all data collection procedures and instruments, as well as expectations regarding the amount of time required for participation (copies of any questionnaires must be provided for the instructor’s approval);
* A copy of the informed consent form, that will be read and signed by the participants (see [checklist](http://www.algonquincollege.com/research-ethics-board/files/2015/04/AC-REB01-Information-Letter-and-Consent-Form-Checklist.docx));
* Whether any risks or benefits are likely to arise from participation in the project (these must be minimal risk research projects);
* The names of all persons involved in collecting data for the project;
* Details of any compensation offered to subjects (if applicable);
* An explanation to participants that will ensure they understand that participation is entirely voluntary and that they can withdraw at any time, without explanation or consequences (i.e., that participation, nonparticipation, nor withdrawal will have any effect on, for example, grades, class standing, or employment - as applicable);
* The means by which participants’ anonymity will be protected;
* The means by which the data will be kept confidential, including details of secure storage, who will have access;
* Permission to audio tape or video tape the participants (if applicable);
* How the raw data, including tapes, notes and other types of data will be disposed of at the end of the project;
* The way in which the results will be presented and/or dissemination; and
* Other relevant material *(please list)*: