**Faculty Application Form for Ethical Review of Course-based Research Projects Involving Human Participants**

# **Instructions:**

* Faculty who wish to oversee the conduct of course-based research involving human participants must complete and submit this form (including all required supporting documents). For multiple sections of the same course, one instructor should take on the role of faculty supervisor and submit a single application.
* Please refer to the Guidelines for Ethical Review of Course-Based Research 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 Change of Protocol form must be submitted. If there are any changes that could change the research project question or substantially change the methods, it is best to contact the REB for further guidance before submitting a new application.

# **Background Information:**

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

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| **For courses with more than one section, please list all course faculty.** |
| Faculty: | Phone: | Office: | Email: |
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Has an Approval for a Course-Based Research Project been obtained for this course before?

[ ]  No

[ ]  Yes

If yes, please provide the following:

Instructor who received approval:

Department:

Name of Course if different from the above:

Date of the approval (and approval number if known):

**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. Project title:

1. Describe the proposed course-based research activities/assignments and include a copy of the assignment sheet provided to students if available:

1. 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.). Explain how it will be ensured that there is no coercion or undue influence if there is likely to be a relationship between the student researchers and the participants.
2. Describe the human participants expected to be involved in the research activity (e.g., numbers, genders, ages, occupations, competencies). The research must not involve individuals or groups whose circumstances may make them vulnerable in the context of research.
3. Describe the geographic location where the course-based research activity will be carried out.
4. Identify all potential outside agencies that will be involved in the course-based research activity (e.g., companies; community agencies, school districts; hospitals; Indigenous or Aboriginal Governments or communities).
5. How will you protect the participants’ confidentiality or privacy?
6. How will you ensure the participants’ free and informed consent and ensure that the participants can stop at any time? Attach a copy of the consent and/or letter of information.
7. How and where will the data be collected and stored?
8. Please state how students in the course will develop an understanding of ethical issues pertaining to research involving human participants. Please ensure that your statement covers, at minimum, the following topics (you may provide an attachment). Completion of the [TCPS 2 Course on Research Ethics (CORE)](https://tcps2core.ca/welcome) is expected along with additional supports. These instructions should include the following information:
* Informed consent
* Voluntary participation
* Risks to participants
* Deception
* Confidentiality
* When individuals or groups whose circumstances may make them vulnerable in the context of research are being targeted. This can include Indigenous and Aboriginal persons, children, the elderly, students, women, prisoners, those with mental health issues and those with diminished capacity for self-determination, ethnocultural minorities and those who are institutionalized, and people or groups whose circumstances cause them to be vulnerable or marginalized (TCPS2 (2022)). These participants may need to be afforded special attention in order to be treated justly.
* A statement confirming that all projects to be conducted:
	1. Involve no more than minimal risk as defined in the TCPS 2 (2022).
	2. The student project must not involve any personal, sensitive or incriminating topics or questions that could place participants or researchers at risk.
	3. The student project must not manipulate behaviour of participants beyond the range of “normal” classroom activity or daily life.
	4. The student project must not involve physically invasive contact with research participants.
	5. The student project must not involve deception.

**Note**: If your student project(s) will not meet all of the criteria listed in #10 above, please contact the REB Administrator at rebadmin@algonquincollege.com.

# **Signatures:**

As the faculty member of this course, I have read the *Guidelines for Ethical Review of Course-based Research* and I agree to comply with the requirements of those guidelines and to prepare my students to conduct their course-based research activities in compliance with these guidelines. By signing below, I acknowledge that:

* Research involving human participants is a required component of the course
* Ethical conduct of research involving humans is a course topic supporting this assignment
* The research does not include individuals or groups whose circumstances may make them vulnerable in the context of research
* The research does not involve any personal, sensitive or incriminating topics or questions which could place participants at risk, does not manipulate behaviour of participants beyond the range of “normal” classroom activity or daily life (minimal risk to participants)
* Informed consent will be obtained
* In the consent form, the information letter, or the script for oral consent, whichever is used by the students, the following statement is to be inserted: This project is an opportunity to give students experience in doing research; it is a training and teaching exercise. Please note that if you decide not to participate or decide to withdraw from the study at any time, my grade, as a student researcher in the course will not be affected
* Data collection will be anonymous
* Data will be confidential
* Only the faculty and class will review the results

If any of the criteria above is not met, I understand that I must inform students to submit a full application to the Algonquin College Research Ethics Board for review.

My signature below indicates that I am familiar with and agree to abide by Algonquin College’s Policies for Research, the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2, 2022)](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html), and any directives set out by my profession or discipline.

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| Faculty 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](https://tcps2core.ca/welcome) certificate
* Applicable course outlines
* General descriptions of each research assignment or activities involving human participants for this course (a copy of the student assignment is ideal)
* 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](https://www.algonquincollege.com/research-ethics-board/files/2018/01/REB-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)*: