**Instructor Information Guide for**

**Research Ethics Review of Course-Based Research Projects**

**in First and Second Year Courses**

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**Purpose**

This guide is for instructors who are teaching first and second year courses and are planning to have their students conduct research on humans for pedagogical purposes1.

**Research Definition**

Research is defined as “an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation”. All research that involves human participants requires review and approval by the Research Ethics Board (REB) in accordance with Selkirk College Policy 8700: Ethical Conduct of Research Involving Humans and the national Tri-Council Policy Statement Ethical Conduct for Research Involving Humans 2nd Edition (TCPS2, 2018).

**Research subject to ethics review**

All research involving living human participants, including naturalistic observation, as well as research involving biological materials such as body tissues and fluids.

**Research that does not require ethics review** (please see SC policy 8700 on the REB website for more detail)

1. Research about a living individual involved in the public sphere, based exclusively on publicly available information
2. Research involving observation of participants in, for example, political rallies, demonstrations or public meetings since it can be expected that the participants are seeking public visibility.
3. Quality assurance studies, performance reviews, or testing within normal educational settings.

If there is uncertainty as to whether a project constitutes research or requires approval by the REB, instructors should consult the REB Chair.

1 The Tri Council Policy Statement on Ethical Conduct for Research Involving Humans – TCPS 2 (2018) distinguishes between course-based research conducted for pedagogical purposes and other types of research projects (see Article 6.12).

**Course-Based Research Ethics Overview**

The Course-Based Research Ethics application process is designed so that instructors teaching first and second year students can submit one application to the REB to cover all student research projects involving human participants as long as the student research projects are for pedagogical purposes and are of minimal risk to the participants. Once the instructor’s application is approved by the REB, the instructor will vet the ethics suitability of student research projects in their course.

The criteria for Course-Based Research are:

1. the research is part of a course requirement and is primarily for pedagogical purposes to teach research methods and processes; and
2. the risks brought about by the research are minimal. Minimal is defined as “research in which the probability and magnitude of probable harms implied by participation in the research is no greater than those encountered by participants in the aspects of their everyday life that relate to the research” (SC Policy 8700); and
3. the research does not involve unsolicited telecommunications contact of research participants not personally known by the student who carries out the research; and
4. the research is not part of an instructor’s own research program.

**Exclusions to the Use of the Course-Based Research Ethics Application**

The following types of projects may not use the Course-Based Research Ethics Application process and need to be submitted by the student as a full ethics application (Form A) to the REB:

* Third and fourth year capstone or honours theses; or
* If the project results will be shared beyond the class/course (e.g. workshop presentations); or
* Research involving potentially vulnerable populations (e.g. children, abuse victims, medical patients, etc.)

**The Ethics Application Process for Instructors and Students**

1. Course instructors should read Selkirk College Policy 8700, and then complete the TCPS2 CORE Tutorial (this takes 3 to 4 hours) prior to completing their REB ethics application. See REB website for links.
2. Course instructors of first and second year courses may submit one Form C—*Instructor Application for a Research Ethics Review of Course-Based Research Projects in First and Second Year Courses* on behalf of all of the students in the class.
   1. The application process typically takes about a month from receiving it to its final approval, so it is suggested that Instructors look at their course schedules and plan accordingly. See the REB website for submission due dates.
   2. The application may also be used for a course taught by several instructors (simultaneously or in semester rotation). In these cases, please ensure that all instructors involved in the course are listed on the ethics application form
3. Once the REB has approved the instructor’s application, the instructor will act on behalf of the REB to vet and approve the ethics of the student projects within their course. Instructor approval of student projects is included as part of this process as it is expected that the students will have some latitude in developing their specific research project that differs in detail from the instructor’s original application to the REB. Instructor vetting is important in order to ensure ethics compliance by the students.
4. The instructor will need to provide oversight of their students’ research projects in terms of:

* How they will cover research ethics with their students. (The REB has developed a Form D, *Student Application to their Instructor for a Research Ethics Review of a Course-Based Research Project* which instructors may use to help with covering research ethics).
* How they will ensure that the students complete the TCPS2 CORE tutorial which will take the students 3 to 4 hours
* The student’s TCPS2 Tutorial Certificate of Completion must be submitted to the instructor prior to the student beginning their research.
* Certificates must also be given to the REB Administrative Assistant Amy Byers ([abyers@selkirk.ca](mailto:abyers@selkirk.ca)) by either the instructor or student. When sending it to Amy Byers, the REB project number should be included with the Certificate.
* How they will ensure the students are following the methods set out in their research projects

1. Once the student research project is completed, Instructors must securely store project materials (e.g., consent forms, student ethics proposals, collected data) for a period of 6 months, at which point the materials may be destroyed.
2. Applications will be approved for a period of three years. Any changes to the application during the three years will require submission of an Amendment form, found on the REB website. Changes include a change of an instructor if they are not listed on the original application, minor changes to the parameters of the student research projects, etc.
3. Once a year during the three-year approval period, an instructor will submit a Yearly Progress Report and report on how many students conducted research studies and any other relevant information as it pertains to the form (See REB website for the form).

Please see the REB website for submission dates, policy links, instructions for submitting an application, etc.