**Research Ethics Board – FORM C**

***Instructor Application for a Research Ethics Review of***

***Course-Based Research Projects in First and Second Year Courses***

*(Completed by the Course Instructor. Submitted to the REB)*

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| **Instructions to Course Instructor:** |
| 1. **To help fill in this form, please read the *Instructor Information Guide for Research Ethics Review of Course-Based Research Projects in First and Second Year Courses*** **on the REB website.**
2. **Review the Selkirk College Policy 8700 *Ethical Conduct of Research Involving Humans*. This policy is available on the REB Website.**
3. **Complete the TCPS2 CORE Tutorial for all instructors involved in the course who will be involved with the student research projects, and submit the Certificate(s) of Completion with this application.** [**http://tcps2core.ca/welcome**](http://tcps2core.ca/welcome)
4. **Submit a MS Word copy of completed form to Amy Byers, REB Administrative Assistant,** **reb@selkirk.ca****. Please do not submit PDFs.**
5. **See Part E for other required documentation.**
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| **Course Instructor(s):** **If more than one, please indicate one as the Principal Investigator** | **Email:** |
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| **Course Number and Name:** | **Year Level of Student Course Work:** | **Project Period:** |
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| **Signatures:** |
| [ ]  As the instructor(s) of this course, I (we) have read **Policy 8700 Ethical Conduct of Research Involving Humans** and I (we) agree to comply with the requirements of those guidelines and to prepare my (our) students to conduct their course-based research activities in compliance with Policy 8700.[ ]  I agree to notify the Chair of the Research Ethics Board (REB) immediately if an adverse event happens in the conduct of the course-based research.[ ]  My signature below indicates that I am familiar with and agree to abide by Policy 8700: Ethical Conduct of Research Involving Humans. |
| **Instructor(s) Signature(s):**  | **Date:** | **School Chair Signature:** | **Date:** |

## **Approval Period**

Approval of this application will be for a three-year period, providing that there are no changes. If there is a change in the course instructor(s) or student research project during the three-year approval period, an amendment form must be submitted with the new instructor’s name and contact information and/or the nature of the change of the student research project. If there are substantive changes in the student research project within the three-year period, a new application must be submitted. After this three-year period, a new application must be submitted.

**Please type in the white space below each question.**

**A. Research Purpose:**

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| **Briefly describe the purpose(s) of the course-based research activity(ies). If beyond strictly pedagogical, please describe.** |
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**B. Summary of Research Activity:**

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| 1. **Provide a brief overview of the research activity(ies). If students will be given the choice to develop the details of their methodology within the scope of the REB approved activities, please provide a range of options that the student might include in their methodology.**

**If there are several different student research projects within the course, please number them in the space below and include the range of options students might take within each project.**  |
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| 1. **Describe the research methods and procedures that will be used by the student-researchers to gather information (action research, questionnaires, interviews, etc). Please provide examples of past or expected research instruments or questions as an attachment to this application. (See section E below).**
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| 1. **Describe the research participants; please include a rough estimate of the number of participants, age range, and any other relevant information such as gender, occupation, etc.**
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| 1. **Provide examples of how the research participants will be recruited.**
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| 1. **Who will consent? (E.g. the participant, parents, guardian). If under 18 years old, consent must come from a parent.**

 **Instructor(s): Please attach to the end of your application an instructor-completed Informed Consent Form (Form B1 or B2) that the students will use. If the methodology is different for each student’s project, provide a general template.**  **Please also ensure that the Informed Consent form states which course the students are conducting the research for and that the purpose of the research is for student learning (pedagogical purposes). See Form B1 or B2 on the REB website.** |
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| 1. **Provide examples of where the research will be conducted.**
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| 1. **Describe how participant anonymity and/or confidentiality will be protected.**

*Anonymity in a research study means that the researcher does not know the identity of the participant.**Confidentiality means a researcher agrees not to reveal the identity of the participants to anyone else.* |
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**C. Data:**

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| 1. **Who will have access to the data?**
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| 1. **How will the confidentiality of the data be maintained?**
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| 1. **How will you ensure that the raw data collected by the student(s) is given to you at the end of the study and that the student(s) have destroyed any data on their computer?**
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**D. Instructor Oversight of Student Research**

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| 1. **How will you ensure that your students understand the ethics process (recruiting participants; not coercing participants; obtaining free, informed, and ongoing consent; addressing anonymity and confidentiality; securing data). Note: to help with this, instructors may choose to require their students to submit Form D: *Student Application to their Instructor for a Research Ethics Review of a Course-Based Research Project.* See REB website for the form.**
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| 1. **If students are developing individualized projects within the scope of the instructor’s application, describe how you will review and approve them. Note: Instructors may choose to require their students to submit Form D: *Student Application to their Instructor for a Research Ethics Review of a Course-Based Research Project***
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| 1. **How will you ensure student completion of the TCPS2 CORE tutorial prior to the student(s) beginning their research? The tutorial is free and takes three to four hours to complete.** [**http://tcps2core.ca/welcome**](http://tcps2core.ca/welcome)
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| 1. **How will you provide oversight of your students’ research project (e.g. class briefings, one-on-one update meetings, etc.).**
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**E. Other Required Information**

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| 1. **Sample of the Informed Consent form, filled in by in instructor as a general template that will later be personalized by the student to the details of their study. Please also include on the consent form which course students are conducting the research for and that the purpose of the research is for student learning (pedagogical). Use Form B1 or B2, found on the REB Website.**
2. **Examples of any test instruments/surveys questions, interview questions, etc that will be used (if applicable).**
3. **Examples of cover letter, if applicable.**
4. **TCPS2 CORE Tutorial Certificate of Completion** [**http://tcps2core.ca/welcome**](http://tcps2core.ca/welcome)
* All instructors should submit their TCPS2 CORE Tutorial Certificate of Completion with this application
* The student’s TCPS2 Tutorial Certificate of Completion must be submitted to the instructor prior to the student beginning their research.
* Student TCPS2 Tutorial Certificate of Completion must be given to the REB Administrative Assistant Amy Byers (reb@selkirk.ca) by either the instructor or student. Please use the REB application file number in the subject line of the email.
1. **Other relevant information or material.**
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