REB Course-Based Research Designation Form

# **Instructions**

This form is to be completed by internal faculty members implementing student course-based research involving the collection of data from human participants. The purpose of this form is to allow for the REB to evaluate course-based research activities and designate whether the review process can be delegated or if it requires full REB review. When delegated, research will be reviewed under less scrutiny. In the situation where student course-based research is determined to require full REB review, each individual student research project must submit the “Application Form for Ethics Approval” to be reviewed and approved by the REB. Students conducting research for a capstone, thesis, or an equivalent research project, are to submit the standard “Application Form for Ethics Approval” on their own behalf and **should not use this form.**

**Submission Date:** It is recommended to submit this form no later than the end of the first week of the semester the research will be conducted. However**, it is preferred that instructors submit this form within a month prior to course commencement if possible.**

**Note: Students do not complete this form, instructors do so on behalf of all student research to be conducted in a given course.**

There are five (5) sections in this application form. Please take note of the following sections:

1. Section A: General Information
2. Section B: Course Research Project Details
3. Section C: Non-REB Member Designated Reviewer
4. Section D: Signatures
5. Section E: Applicant Submission Checklist

# **Submission Instructions**

The Seneca REB will only accept electronic versions of documents in Word or PDF format. Please complete all applicable sections and submit your application with all other appropriate documents to the [REB Coordinator](mailto:REB@senecacollege.ca)**. As the instructor of this course, you are required to submit to the REB a template of all research materials/tools that will be used by the student(s).** **The REB does not require submission of individual student(s) research materials/tools.** In the case where student research project focuses will vary significantly, please submit a detailed description of the range of focuses that will be covered. Electronic signatures are accepted in Section D. You will receive an email acknowledgement of your submission within two (2) business days. The REB Coordinator will notify you if your application is complete and has been assigned for review or if your application requires modification. A decision will be made and **returned within approximately five (5) business days**.

**Additional Resources:** It is encouraged to view and/or distribute the additional ethics resources available on the Seneca College [REB webpage](http://www.senecacollege.ca/research/ethics-board.html) to all students that will be conducting research. It is mandatory for students to complete the TCPS 2 CORE Tutorial certification.

# **Section A: General Information**

**1.0 Course Instructor(s)**

**Name:** (Enter text here)

**Position:** (Enter text here)

**Institution:** (Enter text here)

**School/Department:** (Enter text here)

**Email:** (Enter text here)

**Phone:** (Enter text here)

1.1 Course Information

*In the case where a course is scheduled to run identical student research projects over multiple semesters, REB course-based research designation may be granted indefinitely pending there are no changes made to the overall research question(s), methodologies, and/or information gathering activities. Please indicate below if this course will be offered in one or multiple semesters.*

1. Are you requesting course-based research designation for multiple semesters?

Yes  No

**Semester(s) of Course Offering:** Fall/Winter/Spring (YYYY)

**Course Title:** (Enter text here)

**Course ID:** (Enter text here)

**Number of Students**: (Approximately)

**Program:** (Enter text here)

**School:** (Enter text here)

**Faculty:** (Enter text here)

1.2 General Information

1. In your own judgment, what is the level of risk to participants in this research? Minimal risk research is defined as “research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research”.

Minimal  Greater than minimal risk

1. Will you or your students require access to institutional data (e.g. Seneca faculty, students, administrators, or other employees at Seneca College)? If “Yes”, institutional approval is required. Please complete and submit Seneca College’s institutional approval form.

Yes  No

1. Please indicate if this is a Multi-College Project. If this project will only be conducted at Seneca College, please select “No”.

Yes  No

1. Is this research receiving financial support from a sponsoring organization?

Yes  No

If “Yes”, please provide the following information:

**Sponsoring Organization:** (Enter text here)

**Period of Funding (Start/End Date):** (Enter text here)

**Contact Person(s):** (Enter text here)

**Telephone:** (Enter text here)

**E-Mail:** (Enter text here)

# **Section B: Course Research Project Details**

## **2.0 Course Study Methodology & Procedure**

1. Please provide a succinct description of the respective course in the space below. *You may include the course outline as an appendix to this application.*

(Enter text here)

1. Describe the **main purpose** and/or main objectives of the research projects that will be conducted by the students. Include a general description of the research methodology/design that will be used in the space below (e.g. data collection, methodology, participant demographics, location, etc.). *You may include a written explanation or assignment that will be provided to students as an appendix to this application.*

(Enter text here)

1. How will participants be invited to participate? Please explain the participant recruitment methodology that will be implemented by the students. (If applicable, please attach to this form all templates for participant recruitment/invitation. This includes: posters, advertisements, letters, etc.)

(Enter text here)

1. Will the research projects be conducted off-campus? If ‘Yes’, describe in the space below the location(s) the projects will be conducted.

Yes  No

(Enter text here)

1. Will the research projects involve contacting a school, school district, company/organization, or First Nations Band? If ‘Yes’, please describe in the space below the process for ensuring that approval has been granted for the employees or managers of the school, school district, company/organization or First Nations Band to participate in the research projects.

Yes  No

(Enter text here)

1. Are there any foreseeable potential risks to participants or the student researcher(s) participating in this course-based research (e.g. physical, psychological, emotional, social, legal)? If ‘Yes’, please explain the risk and how you intend to mitigate the risk.

Yes  No

(Enter text here)

1. Briefly explain the benefits of conducting this course-based student research.

(Enter text here)

## 2.1 Ethical Implications

1. Please explain how voluntary informed consent from the participants will be obtained. Traditionally a signed consent form is used however, if this method is not appropriate for the projects conducted by the students, please explain why and how informed consent will be obtained. (Please attach an informed consent form template that will be used by the students if applicable)

(Enter text here)

1. Does this research include participants considered to be vulnerable, captive, or dependent persons? If ‘Yes”, please explain below.

Yes  No

(Enter text here)

Please specify if any of the following groups may or will be participating in this research.

Persons with health problems

Persons in long-term healthcare

Persons with mental health issues

Persons in a medical emergency

Elderly population

Persons unable to provide formal informed written consent

Persons in prison

Persons living in poverty

Aboriginals

Other: (Enter text here)

1. If applicable, explain what procedures have been implemented to ensure children participating in this research will be able to comprehend and understand the research being conducted and their voluntary participation in it.

(Enter text here)

1. Is there a reasonable chance that the student(s) may become subject to legal obligations to report participant information to authorities to protect the health, life, or safety of a participant or a third party (e.g. reporting children in need of protection)?

Yes  No

(Enter text here)

1. Is there a possibility that the data collected as a part of this courses curriculum may be later used for other research purposes? If ‘Yes” please note that this would be considered secondary use of information and would require REB review at that time.

Yes  No

# **Section C: Non-REB Member Delegated Reviewer**

## **3.0 Duties Assigned as a Non-REB Member Designated Reviewer**

1. Upon ethics approval of this course-based research, the **instructor** will be established as a “Non-REB Member Delegated Reviewer” for the research projects conducted by students for this course. You will be held responsible for reviewing and monitoring student research projects for ethical issues/concerns. *The REB may withdraw course-based research designation at any time throughout the life of the research projects to perform an audit if the ethical acceptability of the research being conducted is in question.* Outline what procedures and/or processes you will implement for students to:
   1. Submit their research project proposals to the instructor
   2. Receive ethical feedback/revisions from the instructor
   3. Obtain ethics approval before commencing their research project(s)

(Enter text here)

1. Please outline how you plan to monitor and ensure student projects follow the protocol/procedure outlined in this application (if applicable).

(Enter text here)

1. Please confirm as the instructor of this course that you will accept the role as a Non-REB Member Delegated Reviewer and the corresponding ethical duties.

Yes, I accept this role as the Non-REB Member Designated Reviewer for this pedagogical course-based research.

## **4.0 Research Ethics Training**

1. Please confirm that the instructor(s) of this course have completed the TCPS 2 CORE tutorial certification. (You are required to submit your TCPS 2 CORE Certificate with this form)

Yes, I have completed the TCPS 2 CORE tutorial certification.

1. All students participating in research are **REQUIRED** to complete the TCPS 2 certification. As the Non-REB Member Delegated Reviewer for this course-based research, you are required to collect, document, and store each student’s TCPS 2 certificate. Please confirm that all students conducting research will complete the TCPS 2 certification prior to the commencement of any research activities.

Yes, I will ensure students complete the TCPS 2 certification prior to the commencement of any research activities.

# **Section D: Signatures**

## **5.0 Required Signatures**

1. **Course Instructor’s Signature**

I certify that the information in this document is true and correct to the best of my knowledge. I understand the definition of “minimal risk” as per the Tri-Council research ethics policy statement, and hereby certify that all of the research projects assigned to students will involve no more than minimal risk. Students enrolled in this course will be provided with research ethics guidance, assistance, and resources.

Course Instructor Signature Job Title Date

# **Section E: Applicant Submission Checklist**

## **6.0 REB Submission Checklist**

1. I have read all the questions in this form and completed those applicable

to this course-based research.

1. I have signed this form acknowledging all information provided is true

and accurate.

1. I have attached the intended template of the consent form that will be

given to and used by the student(s) in this course.

1. I have attached my TCPS 2 CORE Certificate.
2. I have attached **all** templates of research materials/ tools that will be

used in this research study including: advertisements, posters, surveys,

questionnaires, invitation to participate.

1. I will complete and submit a [Request Form for Amendment or Extension](http://www.senecacollege.ca/research/ethics-board.html)

if any changes are to the research questions, methodologies, and/or

information gathering activities.

1. I will complete an [Adverse Event/Unanticipated Issue Form](http://www.senecacollege.ca/research/ethics-board.html) in the

event that one occurs.

1. When this course is complete I will complete a [Study Completion Report Form](http://www.senecacollege.ca/research/ethics-board.html).