Research Ethics Board - Portage College

**Course-Based Student Projects**

Determining the need for review by Portage College’s Research Ethics Committee

1. **When no REB application is needed**. Student information gathering activities are classified as skill development and, therefore, **NOT** “research”, when the intent is to:

* Use the information to provide advice, diagnosis, identification of appropriate interventions, general advice for a client
* Standard practice within a profession (e.g., assessment, observation, intervention, evaluation, auditing)
* Collect information as part of the normal relationship between a student and the ‘participants’ (e.g., classroom teacher and students, nurse and patient, social worker and client, lawyer and client)
* Teach the design, conduct and process of research (e.g., ‘practice’ data collection from students **within** their class)

1. If any of the following apply, then the course-based research project **requires an REB application and review**:

* The intent of the project is to educate students on research processes used to explore and expand existing theories and conceptual knowledge.
* Students compare effectiveness of new techniques, practices programs with standard approaches
* Primary data are collected and organized for analysis and distribution (orally or written)
* Data are collected from persons who are not members of the course
* Data are collected from a vulnerable population (e.g., vulnerable ethnic communities or individuals, children, cognitively challenged individuals, or “captive” groups)

Please complete the form on the following page for REB approval.

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Course-based research projects or activities are not intended for generalization to other dissemination situations and cannot be disseminated outside of the course.

Course-based research projects and activities vary widely in scope, but may include having students:

1. Conduct interviews, administer standard tests, or distribute questionnaires with a focus on developing interview or questionnaire design skills.
2. Conduct small research projects where students pose research questions, gather data from human participants, and analyze the data for presentation within the course; and/or
3. Engage in other activities that would be considered research within the disciplinary traditions in which the course is being taught.

**Instructions:**

1. Review the Course-Based Student Projects document (previous page)
2. Review the definition and description of minimal risk set out by the TCPS 2: Ethical Conduct for Research Involving Humans.
3. Complete this form and submit it, along with supporting documents, to V.P. Academic [**donna.feledichuk@portagecollege.ca**](mailto:donna.feledichuk@portagecollege.ca)

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**Course-Based Student Projects Application**

**Instructor & Course Information**

|  |  |
| --- | --- |
| INSTRUCTOR’S NAME  Click here to enter text. | COURSE NUMBER AND NAME  Click here to enter text. |
| E-MAIL  Click here to enter text. | PHONE NUMBER  Click here to enter text. |

**Description of Assignment**

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| ASSIGNMENT NAME:  Click here to enter text. |
| Summarize the proposed course assignment in which students will be conducting research. The summary should include the purpose of the assignment, any research instruction students receive, methods used, expectations of participants, and end use of the information. **NOTE:** A copy of the assignment guidelines/instructions as they are distributed to students is also required as an attachment to this application.  Click here to enter text. |

**Participant Information**

|  |  |
| --- | --- |
| APPROXIMATE # OF INDIVIDUAL PROJECTS:  Click here to enter text. | APPROXIMATE #OF PARTICIPANTS PER PROJECT:  Click here to enter text. |
| LOCATION OF DATA COLLECTION:  Click here to enter text. | |
| Describe the type of research participants (i.e., age, population, etc.) and how they might be recruited:  Click here to enter text. | |

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**Course-Based Student Projects Application**

**Free and Informed Consent**

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| --- |
| PROCESS  *Outline the process you will have students undertake to obtain the free and informed consent of the participants. Indicate what information will be shared with participants and how; describe how consent will be documented.*  Click here to enter text. |

**Supporting Materials (Check all that are attached)**

|  |  |
| --- | --- |
| Assignment Guidelines  Standardized Recruitment Materials  Other (Please Specify):  Click here to enter text. | Sample Letter of Information/ Consent Form  Standardized Data Collection Instrument |

**Instructor’s Acknowledgement**

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| I have reviewed the Portage College policy on Ethical Conduct for Research Involving Human Participants, completed the TCPS Core training, and agree to comply with the requirements of those guidelines and ensure that the design of all student projects will fit within the criteria for course-based student projects.  My dean or delegate has been informed that I will be supervising course-based student research projects.  I am familiar with and agree to abide by the ethical guidelines and policies of Portage College, including the *Tri-Council Policy Statement* www.pre.ethics.gc.ca and of my profession or discipline.  I understand that I will need to reapply for a course-based ethics approval after three years, or if there is any significant change to the research protocol, or if there is a change to the instructor/supervisor.  I will meet with the student investigators to actively monitor the research progress, and I will make myself available, should problems arise during the course, to supervise the students and assist in solving such problems.  I understand that it is my responsibility to ensure the safety of all the student data-collectors, including where data collection takes place off-campus.  I understand that it is my responsibility to report to the REB any unanticipated issue or event that may increase the level of risk to participants or has other ethical implications that might affect participants’ welfare or well-being.  If I have questions about the ethical conduct of this research, I will contact the Chair of the Research Ethics Board at ethics@portagecollege.ca |

**Authorization**

|  |  |
| --- | --- |
| SIGNATURE  Click here to enter text. | DATE (DD/MM/YYYY)  Click here to enter a date. |