

Request for Ethics Approval of a Course-Based Research Project

Faculty supervisors who wish to oversee the conduct of student research must complete this form following the Guidelines for Ethics Review of Course-Based Research Projects Involving Human Participants. For multiple sections of the same course, one instructor should take on the role of faculty supervisor as described in the Course Based Research guideline. If you have questions about this form, please contact the Research Ethics Coordinator at rebcoordinator@conestogac.on.ca

Send this form and all accompanying material by email, as attachments, to rebcoordinator@conestogac.on.ca.

DATE:

COURSE TITLE AND NUMBER:

DEPARTMENT OR PROGRAM:

FACULTY SUPERVISOR:

For courses with more than one section, please list all course instructors:

No.	Instructor	Location	Ext.	Email address
1				
2				

1. Has an Approval for a Course-Based Research Project been obtained for this course before?

YES NO

If yes, please provide the following information:

Instructor who received approval:

Request for Ethics Approval of a Course-Based Research Project

Department:

Name of Course if different from the above:

Date of the approval and approval number if known:

2. Please describe the type of research required in the course and attach a copy of the course outline.

3. Please provide written instructions that will be given to the student researchers in the space below. These instructions should include the following information:
 - a. The purpose of the project;
 - b. Recommended recruitment method(s) and instructions to ensure that there is no coercion or undue influence if there is likely to be a relationship between the student researchers and the participants;
 - c. Recommendations to the students related to the procedure(s) for obtaining participants' consent;
 - d. Suggested procedure(s) for dealing with participants who wish to withdraw from the research project;
 - e. Participant feedback/debriefing requirements or recommendations if applicable;
 - f. What provisions to guarantee participant anonymity or confidentiality should be considered by the students;
 - g. A statement confirming that all projects to be conducted:
 - i. involve no more than minimal risk;
 - ii. do not involve any personal, sensitive or incriminating topics or questions which could place participants at more than minimal risk;
 - iii. do not manipulate behaviour of participants beyond the range of "normal" classroom activity or daily life;
 - iv. do not involve deception.

Note: If your student project(s) will not meet all of the above criteria, please refer to the Guidelines for Ethics Review of Course-Based Research Projects involving Human Participants for information on alternative application processes.

4. Please indicate the procedures or methodologies that will be utilized by the students for data collection (action research, interviews, focus groups, questionnaires, etc.).

5. If you have taught this course previously, please describe the type of questions and themes elaborated by students in the past. You may wish to attach a sample of a questionnaire or interview guidelines developed by a student or student group.

6. Please attach a copy or a model of the following materials where applicable:
 - a. the data collection instruments that will be utilized;
 - b. the consent form and/or letter of information/transcript of telephone script;
 - c. recruitment materials/posters;
 - d. any debriefing materials which will be utilized by the students

7. In addition to the completion of this application, what steps will you take to make the Student Investigators more sensitive to ethical issues relevant to the proposed research?

8. Instructor's Agreement

In submitting this application, I acknowledge that:

I have reviewed the Conestoga College [Guidelines for Ethics Review of Course-Based Research Projects](#) Involving Human Participants and I agree to comply with the requirements of those guidelines and to ensure that the design of all student projects will fit within the criteria for course-based student projects.

I am familiar with and agree to abide by the ethical guidelines and policies of Conestoga College, including the [Tri-Council Policy Statement 2014](#) and other applicable guidelines of my profession or discipline.

Request for Ethics Approval of a Course-Based Research Project

I have completed the [Online Tutorial \(CORE\)](#) for the second edition of the Tri-Council Policy Statement and have either submitted the Certificate of Completion in the past, or have attached it to this application.

I will meet with the student investigators to monitor the research progress, if required, and I will make myself available, should problems arise during the course of the research, to supervise the students and assist in solving such problems.

Course Instructor

Date