

Cape Breton University Research Ethics Board (CBU REB)

Created: August 2019

**Course-Based Research Project Application**

Many undergraduate and graduate courses include class projects and activities designed to develop research skills. These projects may be carried out by individual students, small groups or as a single class projects. The instructor for the course takes the role of principal investigator and submits an application for Course-Based Research Projects. This application applies to projects that will be conducted within a course. Undergraduate Honors projects and Master’s thesis’ projects will be required to submit a full application to the CBU REB.

This application form **should be submitted to** [ethics@cbu.ca](mailto:ethics@cbu.ca)**. Please note the CBU REB meets once a month. Information on deadlines for submitting to the CBU REB** [**can be found here**](https://www.cbu.ca/research/research-ethics-animal-care/research-ethics-protocol-submissions/)**.**

The REB may require further information prior to approving the project.

Course-based research activities will vary in scope; informational gathering activities classified as research may include:

* Students conducting interviews or distributing questionnaires to develop interview or questionnaire design skills;
* Students administer standard tests;
* Conduct research projects where students pose research questions, gather data from human participants and analyze the results for presentation or a paper;
* Other activities that would be considered research within the discipline area in which the course is being taught.

Some information gathering activities are not considered “research” as defined by the TCPS2 and are outside of the scope of REB review. Information gathering activities are classified as professional education or development and not research when:

* The intent to use the information is to provide advice, diagnosis, or general advice for a client;
* The objective is to develop skills which are considered standard practice within a discipline (e.g. observation, assessment, intervention, evaluation, auditing);
* The information collection processes are a part of the normal relationship between the student and participants (classroom teacher and students or nurse and patient);
* The data collected or conclusions drawn are to be disseminated in a private forum such as with the client.

The requests for course-based research projects should follow the following criteria:

* Student projects should be no more than minimal risk. The TCPS2 defines minimal risk as 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;
* Projects must not involve any personal, sensitive or incriminating topics or questions which could place participants at risk;
* Projects do not involve deception.

This form has been adapted from the University of Regina, Research Ethics Board Course-Based Research Project Application, October 2011

# **SECTION 1. Identification and Purposes**

|  |  |
| --- | --- |
| Date course will begin |  |
| Professor |  |
| Department |  |
| Email |  |
| Course number |  |
| Course title |  |

1. Briefly describe the pedagogical goal of the assignment. Please attach the course and project outline that will be given to students.
2. Risk to participants should be proportionate to both student experience and pedagogical goals, with appropriate levels of responsibility and supervision by the instructor. Typically, undergraduate course research should involve minimal risk, which means that 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. Briefly explain the research risk level.
3. Please describe what research methods will be used and the range of topics. Will all students be given similar research topics and methods or choice of 2-3 research methods? If there will be student choice, please describe the common features that will be shared by all of them.
4. Briefly describe how the instructor will train students on the topics related to ethics and student participants. Clearly indicate how your area of study teaches topics of ethics keeping in mind that not all REB members will have knowledge in your discipline of study.
5. Please list the potential type of participants to be recruited (e.g. fellow students, members of the public, etc) and describe the range of methods by which they will be recruited.
6. Describe the consent process the instructor and/or students will use to obtain informed consent. Please review our guidelines on [creating clear consent forms found here](https://www.cbu.ca/wp-content/uploads/2021/03/004-Writing-Clear-Consent-Forms-or-Scripts.pdf). If there will be no written consent form, please explain.
7. Explain briefly how you will prepare your students to comply with Tri-Council Policy (TCPS) guidelines and University policies in completing the course assignment(s). In particular, explain how students will be prepared to attend to the following:

* Involvement of vulnerable populations of participants;
* Obtain free and informed consent and understanding circumstances in which voluntary consent may potentially be compromised;
* Exercise the right to withdraw from participation or withdraw their data from the study;
* Management of data: safe and secure storage while under student control, submitted to instructor with student final report and secure storage in locked cabinet by instructor and appropriate disposal procedures.
* Address anonymity and confidentiality:
  + Anonymity: No link can be established between a participant and the research (i.e. no one knows who has participated in the study).
  + Confidentiality: No link can be established between the collected information and a participant’s identity (i.e. no one can identify who contributed a given piece of information

1. How will the research material be used? (e.g. term paper, in class presentation)

# **SECTION 2. Responsibility of the Instructor**

Please note that it is the instructor’s responsibility to prepare students to undertake the research assignment(s) for this course, in compliance with the ethical standards set out in the Tri-Council Policy Statement (TCPS2) in particular. Please confirm that students will follow the guidelines provided in the TPCPS 2 and will be trained in the following to:

* Explain the nature and purpose of the research project to their participants.
* Demonstrate an understanding of recommended recruitment strategies (e.g., by letter; through an organization; presentation to a group; etc.), and the necessary safeguards required to ensure that no coercion is used if there is the potential of a relationship (e.g. relative, friend, co-worker, etc.) as is often the case between students and participants in course-based research.
* Obtain and document free and informed consent from participants.
* Explain the voluntary nature of participation and the participants’ right to withdraw at any time without consequences.
* Assess any potential risks and/or benefits related to the study and explain them to participants (nb. research assignments must be minimal risk).
* Describe compensation offered to participants (if applicable).
* Address anonymity with their participants (i.e., protection of the identity of participants along a continuum, from complete to no protection, as appropriate and as agreed to by participants).
* Address confidentiality issues with participants (i.e., including limits to confidentiality due to selection, the nature of group activities, etc. as well as maintenance and disposal of data; including secure storage of, and controlled access to the raw data and personal information). In the case of course-based research activities all data will be destroyed at the end of the course.
* Explain how the results will be reported and where.
* Explain any other procedures relevant to complying with the ethical guidelines and policies at Cape Breton University
* I confirm that I will train students within the guidelines of the TCPS2 as outlined in the list above.

My signature(s) below acknowledges that I:

* Certify that the information provided in this application is complete and correct.
* Am aware of my responsibility to supervise students conducting project involving human participants as a requirement to their participation in this course.
* Will comply with all policies and guidelines of the University and affiliated institutions where this study will be conducted, as well as with all applicable federal, provincial and local laws regarding the protection of human participants in research.
* Will ensure any significant changes to the proposed methods, or consent and recruitment procedures will be reported to the REB for consideration in advance of its implementation.

Signature of Instructor(s)

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