

**Course-Based Research Ethics Application**

In 2018, the updated [Tri-Council Policy Statement](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html) issued new directions regarding course-based research. In particular, [Article 2.1 states](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter2-chapitre2.html#1):

The following requires ethics review and approval by an REB before the research commences. Research involving:

1. living human participants;
2. human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials, and stem cells. This applies to materials derived from living and deceased individuals.

##### Application

The scope of this Policy is restricted to the review of the ethical conduct of research involving humans. The scope of REB review is limited to those activities defined in this Policy as "research" involving "human participants." **It includes course-based research activities, the primary purpose of which is pedagogical, because of the possible risks to those recruited to participate in such activities, and the fact that, from their perspective, such activities may appear indistinguishable from those that meet this Policy's definition of research (Application of** [**Article 6.12**](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter6-chapitre6.html#12)**).**

Further information on this article can be found in the [TCPS2 Interpretations on Governance](https://ethics.gc.ca/eng/policy-politique_interpretations_governance-gouvernance.html) (interpretation #8).

**If you intend to collect data in the context of a course that may be used for research purposes at a later date, complete the standard REB Application. Please consult the REB Chair if you have any questions about which form you should complete.**

All StFX affiliated applicants who are principal investigators, co-investigators, and supervisors must complete the Tri-Council Course on Research Ethics (2022) (CORE 2022) and must provide the certificate obtained upon successful completion with each application submitted. Other StFX affiliated team members including research assistants, collaborators, etc. are strongly encouraged to complete CORE 2022.

This form should be jointly completed by instructors in their classes who are having ***students complete a research project involving human participants***. Course-based research activities can include:

1. Data collection outside of the classroom context from students/other participants who are not enrolled in the course;
2. Data collection inside the classroom context from students enrolled in the course who are testing/surveying/interviewing etc. each other; and,
3. Data collection inside the classroom context from students enrolled in the course by the professor, when the data is deidentified, aggregated, and distributed to students for analysis and write-up in a lab-report.

This form shall be submitted to the Departmental Research Ethics Committee (REC) prior to the implementation of the research project, allowing sufficient time for review and revision. This application can be renewed (by completing an annual report in ROMEO) each year for a period of up to three years without an additional application but must be fully reviewed by the Departmental REC every three years or upon significant methodological changes. The REC can review and approve any course-based research project that is minimal risk. Any applications that involve more than minimal risk or that involve vulnerable populations (e.g., children, adolescents, Indigenous individuals) shall be forwarded to the StFX Research Ethics Board for review.

The Departmental REC will submit a report of all course applications received to the University REB on August 31 for the previous calendar year.

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| **Title of Application** (example: EDUC 505 Introduction to Research: Understanding research) |
| **Course number as given in University Calendar** (example: EDUC 505) |
| **Instructors teaching this course.** Please list all those who are teaching the course with the same activities and provide their position titles (e.g., professor, lab instructor). |
| **Course Description** (please describe the course as per your course syllabus and attach your course syllabus) |
| **Describe the purpose of the research project** (please describe how the research project fits into the course and include relevant sections from your course-syllabus as appropriate). |
| **Describe the Research Activities** (e.g., practicing interview techniques with peers and making field notes) |
| **Describe the participant population** (e.g., students enrolled in the class, students at StFX not enrolled in the class, people outside of the university). **What is the approximate number of participants?** |
| **How will participants be selected and/or recruited? When participants are not enrolled in the class, please provide all recruitment documents including emails, advertisements, etc.** |
| **Describe how consent will be obtained** (example: oral, written, electronic) |
| **Discuss how participants will be given the opportunity to withdraw their participation (and/or their data) and any time (or content) limitations on this.** If participants will not have opportunity to withdraw their participation and/or their data explain why. |
| **Please indicate any possible conflicts of interest or other ethical difficulties that could exist or arise as a consequence of the nature of the proposed participants and describe the steps you will take to overcome such problems.** |
| **Confidentiality**   * **How will identity be protected both during data collection activities and data dissemination (unless disclosure is permitted)?** (e.g., survey data will be anonymous, identity will be known to everyone in the classroom. I will state a confidentiality clause in the syllabus and will read it aloud in class.)      * **Any relevant limitations on confidentiality?** (e.g., under Child and Family Services Act or vulnerable populations) * **How will data be stored and kept secure until destruction? How will it be destroyed?** (e.g., during the term, students will be told to keep all data on a password-protected computer. At the end of the term, all data will be collected from students and shredded.) |
| **Will participants be compensated (e.g., partial course credit)?** If so, please describe. |
| **Will participants incur any expenses as a result of their participation?** If so, please describe. |
| **Please describe the benefits to participants** (e.g.,The benefits are that the students will be stronger researchers and will have tools to do research.) If the participants are non-students, please describe the benefits to them. |
| **Please describe the possible risks/harms/costs to participants** (e.g.,A possible harm is that students might find some of the activities challenging or stressful, as in being asked to talk about difficult moments in teaching.) |
| **Please describe how the data will be disseminated.** Consider dissemination to students, participants, the scientific community, and/or the community more generally. |
| **Deception: Please explain if deception will be used and why.** |
| **In cases of deception or less than full disclosure, how will participants be debriefed?** |

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| **Please append all supporting material and documents including items such as:**  * Course syllabus * Invitation to participate (see the checklist and sample template below) * Consent form (see sample template below) * Interview/focus group guide * Survey/questionnaire or other test instruments if available * Recruitment ad/poster * Debriefing form * Confidentiality form   **Please note that your** [**TCPS2 CORE Certificate**](https://tcps2core.ca/) **must also be appended to this application.** |

**Name of Professor(s)/Instructor(s) or Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Professor(s)/Instructor(s) or Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Departmental Research Ethics Committee Chair: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Invitation to Participate Checklist**

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| **Invitation to Participate should include headings as indicated in bold below.**  **\*\*Note that the bullet points below may not fit all studies. Revise as appropriate.** |
| |  | | --- | | **Title of Project/Study** | | **Instructor(s) name, position, departmental and institutional affiliations** | | **What is the Study About:**   * Purpose of the study * Statement indicating that the study is being conducted as a part of the requirements for the course * Statement indicating that consenting to participate does not waive rights to legal recourse | | **What Will I Be Expected to Do and How Much Time Will It Take?**   * Describe what participants will be expected to do * Indicate how long participation will take * Describe whether participation is voluntary or required for the course and any parameters around this * Describe how participants will indicate their consent * Describe any compensation for participants | | **Will Anyone Know What I Said or Did?**   * Describe whether the data will be identifiable, anonymous, anonymized, or confidential * Describe how the data will be disseminated | | **Where and How Will My Data Be Stored?**   * Describe how the data will be kept secure * Describe when and how the data will be destroyed | | **What Happens If I Change My Mind and Wish to Withdraw?**   * Describe how participants can withdraw their participation * Describe what will be done with any data collected up to the point of withdrawal * Describe what participants should do if they wish to decline a question | | **What are the Potential Benefits and Risks**   * Describe the benefits of participation to participants, the group to which they belong OR to society more generally * Describe the possible risks/harms/costs to participants. If there are harms identified, you may indicate “There may be costs that we do not yet know about.” | | **Where Do I Get Questions Answered?**   * Provide your name and contact information * Provide the name and contact information of the REB Chair for participants in the event they have research ethics concerns | |

**Invitation to Participate** **Sample Template**

**St. Francis Xavier University**

**Department of fill in department name**

**Title of the Study**: fill in title of study

**Instructors**: (fill in name), fill in position, Department of fill in department, St. Francis Xavier University and Dr. fill in name, fill in position e.g., Associate Professor, Department of fill in department, St. Francis Xavier University

**Course**: fill in name and number of the course

**What is the Study About?**

* You are invited to participate in our study titled fill in title of study. The purpose of this study is to describe purpose of study.
* This study is being conducted as a part of the requirements for fill in course name in the Department of fill in department at St Francis Xavier University, Antigonish, NS.
* Consenting to participate does not waive any rights to legal recourse.

**What Will I be Expected to do and How Much Time Will It Take?**

* You will be asked to describe what participants will be expected to do.
* The study will take approximately fill in length of time participation is expected to take minutes to complete.
* Describe whether participation is voluntary or required for the course and any parameters around the voluntariness of participation.
* Describe how participants will indicate their consent (e.g., You can indicate your consent by pressing the button below that says, “I consent to participate in this study.” If you do not wish to participate, please feel free to close your internet browser at any time.)
* We thank you for your consideration and participation. Describe compensation participants will receive, if any (e.g., partial course credit of 5%).

**Will Anyone Know What I Said or Did?**

* Describe whether data will be identifiable, anonymous or anonymized (e.g., The data will be entirely anonymous and presented in aggregate form only. You will only be identified by a code number.)
* Describe how the data will be disseminated (e.g., The aggregate data will be presented to students in the course for write up in a lab report.)

**Where and How Will My Data Be Stored?**

* Describe how both electronic and paper data will be stored. (e.g., The data will be kept on a password protected computer for five years after publication, which can only be accessed by the two researchers. After that it will be permanently deleted. No paper copies of the data will be made.)

**What Happens If I Change My Mind and Wish to Withdraw?**

* Participation is voluntary. Describe how participants can withdraw their participation (e.g., You may withdraw at any time before the survey is submitted simply by closing your web browser.)
* Describe what will be done with any data collected up to the point of withdrawal. (e.g., If you wish to drop out of the study, please feel free to close your internet browser. Any data collected up to that point may be kept and used by the researchers.)
* Describe what participants should do if they wish to decline a question. (e.g., If you wish to decline answering a question, please feel free to leave the question blank.)

**What are the Potential Benefits and Risks Associated with Participation in the Study?**

* Describe the benefits of participation to participants, the group to which they belong OR society more generally.
* Describe the possible risks/costs/or harms to participants. If there are no harms identified, you may say “There may be costs that we do not know about yet.”

**Where Do I Get Questions Answered?**

* If you have any questions or concerns regarding this study, please direct them to Dr. fill in course professor’s name and contact information.
* If you have any concerns about research ethics, please contact fill in name of REB Chair and include contact information for the chair.

**Consent Form Sample Template**

**Fill in title of study**

**St. Francis Xavier University**

**Department of** fill in department name

**Instructors**: (fill in name), fill in position, Department of fill in department, St. Francis Xavier University and Dr. fill in name, fill in position e.g., Associate Professor, Department of fill in department, St. Francis Xavier University

I have received a copy of the Invitation to Participate for the research project titled fill in title, have had an opportunity to read the information provided or it has been explained to me, and have had all questions that I may have had answered.

I agree to participate in this research project, understanding that I am doing so voluntarily, that I will be identified in the research and that my quotations will be used, and that I have the right to withdraw from the study at any point using the means outlined in the Invitation to Participate.

Signature:

Date:

fill in course professor’s name and contact information