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| This is a picture of the Mount Saint Vincent University logo | **Research Ethics Board** |

# REB.FORM.020 | Course-Based Research Ethics Request (Class)

Use of this form is limited to situations in which an MSVU course instructor designs a class research project involving human participants for **all** students in the course and is essential for the pedagogical requirements of the course. All students will conduct similar research class projects that will follow the **same** methodology and/or procedure. The course instructor will provide students with consent templates and will be responsible for ensuring that all informed consent letters contain the required information. The proposed research may not exceed minimal risk.

This application form **cannot** be used if the proposed projects are:

* a thesis project
* part of the instructor’s program of research (funded or unfunded)
* exceeds minimal risk (e.g., physically invasive procedures; uses deception; involves sensitive topics; involves vulnerable populations)

# Section A – Couse Information

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| 1. Date | Click or tap to enter a date. |
| 1. Course Number | Click or tap here to enter text. |
| 1. Course Name | Click or tap here to enter text. |
| 1. Course Dates | From: Click or tap to enter a date.  To: Click or tap to enter a date. |
| 1. Department/Faculty | Click or tap here to enter text. |
| 1. Course Instructor | Click or tap here to enter text. |
| 1. Email Address (MSVU email only) | Click or tap here to enter text. |
| 1. Telephone Number | Click or tap here to enter text. |
| 1. Number of students expected in course | Click or tap here to enter text. |
| 1. Number of students per project   (If applicable) | Click or tap here to enter text. |
| 1. Have you previously received ethics clearance for a similar submission? | Yes  No  If yes, provide the corresponding ethics  clearance number:  Click or tap here to enter text. |

# Section B - Description of Research

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| 1. Explain the research purpose of the student project(s). | Click or tap here to enter text. |
| Describe recruitment, consent, and withdrawal procedures. | Click or tap here to enter text. |
| Describe the methodology (e.g., nature and number of participants, data collection methods, data management and storage, dissemination plans). | Click or tap here to enter text. |
| Outline the procedures for approval of student research proposals, before students can proceed with the research. | Click or tap here to enter text. |
| Describe how you will ensure that the methodology described for the research will be followed by the students. | Click or tap here to enter text. |
| Describe how you will address any ethical concerns raised by participants. | Click or tap here to enter text. |
| Does the research project(s) target participants from vulnerable populations (e.g., children, elderly or inmates), involve sensitive questions, include partial disclosure and/or mild deception, involve physical exertion, physical procedures or physical contact? **\*Please note that if you answer Yes, this application must be reviewed by the UREB, not the DREB.** | Yes  No  If yes, justify why the project(s) still falls within the parameters of [minimal risk.](http://carleton.ca/researchethics/levels-of-risk/)  Click or tap here to enter text. |

# Section C – Training Requirements

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| 1. **CORE Tutorial**   **NOTE**: This is a requirement for both instructors and students. | Instructors:  Yes  Please attach a copy to this form  Students:  Yes  Instructor to retain copies from Students |
| 1. Describe your relevant experience, expertise, and/or training in reviewing the ethical acceptability of student research projects (e.g., research ethics training; past/current REB membership) | Click or tap here to enter text. |
| 1. Describe the written or verbal instructions you will provide to students about how to conduct ethical research for their projects and how to address ethical concerns.  * *You may write a description for the REB or attach the written explanation (or handout) that you will be providing students* | Click or tap here to enter text. |
| 1. Recruitment of study participants | Click or tap here to enter text. |
| 1. Obtaining consent from study participants | Click or tap here to enter text. |
| 1. Explaining participants’ right to withdraw from the research project | Click or tap here to enter text. |
| 1. Confidentiality of data | Click or tap here to enter text. |
| 1. Data storage, transfer, and security | Click or tap here to enter text. |
| 1. Feedback to participants about the study (where applicable) | Click or tap here to enter text. |
| 1. Assessing and minimizing risk to participants | Click or tap here to enter text. |
| 1. Please describe how the subject of ethics in research involving human participants will be covered in the course | Click or tap here to enter text. |
| 1. Describe how you as course instructor will review and approve the course projects proposed by your students, if they are not all using the same standardized materials | Click or tap here to enter text. |

# Section D – Supporting Documentation

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| **SUPPORTING MATERIALS:** Please provide copies of thefollowing materials   * Full course outline * Handouts pertaining to the assignment   **If applicable, please also provide copies of the following materials students may be using in their projects:**   * Any standardized information letters; * Any standardized recruitment materials (i.e., posters, email, telephone or verbal scripts); * Any standardized data collection instruments (survey questionnaires, test instruments interview guides); * Any standardized participant feedback/debriefing materials; * Any standardized consent forms; * Permission letters from partner organizations (if applicable)   Provide a brief rationale if an attachment(s) is not available at time of submission.  Click or tap here to enter text. |

# Section E – Instructor Declaration

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| * I confirm that the information provided in this application is complete and correct. * I accept responsibility for the ethical conduct of this project and for the protection of the rights and welfare of the human participants who are directly or indirectly involved in this project. * I am familiar with and agree to abide by all policies and guidelines of the University and Health Region/affiliated institutions where this project will be conducted, as well as with all applicable federal and provincial laws regarding the protection of human participants in research including [the *Tri-Council Policy Statement*](http://www.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/)  and of my profession or discipline. * I will ensure that students are qualified, appropriately trained, and will adhere to the provisions of the REB-approved application. * I will ensure that any significant changes to the project, including the proposed method, consent process, or recruitment procedures, will be reported to the Research Ethics Board for consideration in advance of its implementation. * I will ensure that a status report will be submitted to the Research Ethics Board for consideration within one month of the current expiry date each year the project remains open, and upon project completion. * I understand that I will need to reapply for a course-based ethics approval after 3 years.  I understand the meaning of the term “minimal risk,” as defined by TCPS2, and certify that all the research projects assigned to students will involve no more than minimal risk and will not exceed any limitations described in the application form.  * I certify that all the research projects described in this application are not part of my program of research nor do they constitute student capstone or thesis projects. * I will submit a list of all students’ research projects that have been conducted to the UREB or the Departmental Research Ethics Subcommittee (if applicable) including name of student(s) and project title in my Annual Status Report.   **I agree to the declarations made above** |

# Section F – Signature and Agreement

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| My signature below confirms that I certify the information provided in this application is complete and accurate. I am aware of my responsibilities to supervise students conducting research involving human participants. I will ensure that the research is conducted in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2nd Edition - found online at <http://www.pre.ethics.gc.ca/eng/index/> , as well as all relevant MSVU University Research Ethics Board policies and procedures and agree to comply with the policies and procedures outlined therein. | |
| **Insert** Signature of Course Instructor | Date: Click or tap to enter a date. |

Submission Process:

1. Researchers must submit the application electronically to [ethics@msvu.ca](mailto:ethics@msvu.ca)
2. Please note that recruitment and data collection may not begin until a certificate of Research Ethics Clearance has been issued.
3. Researchers may **only** use letters and/or numbers for file names and must refrain from using any special characters (e.g., #; &; etc.).
4. All documents in the appendices must be clearly labeled and reflect how they are referenced in the application.
5. **Note** - **only 2 attachments** are permitted for submission– the application (1) and the combined appendices (2)
6. Application packages shall only be accepted in the form of Word documents (\*.doc or \*.docx) or Portable Document Format (\*.pdf)

For details on specific submission criteria, please see the following Guidance Documents:

* [REB.INFO.401](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.401%20Faculty%20and%20Staff%20Submission%20Process.pdf) – Faculty & Staff
* [REB.INFO.402](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.402%20Graduate%20Student%20Submission%20Process.pdf) – Graduate Students
* [REB.INFO.403](https://www2.msvu.ca/sites/ResearchDocumentCentre/Research%20Ethics%20%20Human/REB.INFO.403%20Undergraduate%20Student%20Submission%20Process.pdf) – Undergraduate Students

*Acknowledgement:* The University Research Ethics Board wishes to extend its appreciation to the Research Ethics Boards at the University of Saskatchewan, Brock University and Carleton University for permission to embed several aspects of their ethics forms into this current UREB iteration.