Course-Based Research Ethics Review Form

(Submission or Change)

Use this form if you are a course instructor who requires students to conduct minimal risk projects involving people, intended primarily to teach students research skills and practices, but not to carry out research as defined in the TCPS (definition below).

Student projects that involve interviews intended to create an electronic or printed presentation or publication, such as a media article, podcast or other social media posting, and which is neither research nor training to do research, does not need Course Clearance or any other REB review.

This form **may not** be used if the proposed project:

* Is “research” according to the TCPS definition: The TCPS defines research as: “… an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term 'disciplined inquiry' refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community.”
* Is part of the instructor’s program of research (funded or unfunded).
* Exceeds minimal risk (e.g., involves physically or psychologically invasive procedures), involves more than mild deception, or addresses sensitive topics with a vulnerable population.

Research projects that meet any one of these criteria must use the regular [CUREB Protocol form](https://carleton.ca/researchethics/forms-and-templates/).

Class projects that plan to recruit using the Departments of Psychology or Cognitive Science SONA Program are not eligible for the Course-Based Application and must be submitted individually using the Main CUREB Protocol Form or Very Low Risk Form.

**Please contact ethics@carleton.ca to determine if your course is eligible for this form.**

**Please see our** [**CuResearch User Manual**](https://carleton.ca/researchethics/wp-content/uploads/CuResearch-User-Manual-2019-6.doc) **for directions on how to submit**

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| SUBMISSION INFORMATION |

New Submission

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| COURSE INFORMATION |

Change (Amendment) to Existing Course Clearance #

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| --- | --- | --- | --- |
| **Course Instructor**  **Name (Last, First)** |  | **Department** |  |
| **Phone** |  | **Email Address** |  |
| **Course Name** |  | **Course Code** |  |
| **Course Start date** |  | **Course End Date** |  |
| **Number of Enrolled Students** |  | **Number of Students per Group** |  |

(If a change, please provide a description of what has changed in the box below.

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| RESEARCH DESCRIPTION |

## Explain the nature of the projects students will undertake. (less than 100 words).

## Provide a description of the research methods that students will explore in their project(s) (e.g., interviews, questionnaires, observational research, experiment tasks, use of a biological apparatus).

## Describe the participants (including the number of participants and any inclusion and exclusion criteria). Describe recruitment, consent and withdrawal procedures.

## Describe the data security procedures (e.g., data collection, storage, and dissemination plans).

## Outline the procedures for approval of student research proposals, before students can proceed with the research.

## Do the research project(s) target participants from vulnerable populations (e.g., children, elderly, or prisoners), involve sensitive questions, include partial disclosure and/or mild deception, involve physical exertion, physical procedures or physical contact? If yes, justify why the project(s) still falls within the parameters of [minimal risk.](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter2-chapitre2.html)

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| ETHICAL COMPLIANCE ASSURANCES |

## Describe the instructions and training (e.g., [TCPS CORE-2022](https://tcps2core.ca/welcome) certificate completion required for all students, in-class training visit from the Research Ethics Office) provided to students about how to conduct ethical research for their projects (e.g., recruitment, consent, withdrawal procedures, data storage) and how to address ethical concerns (e.g., coercion in recruitment, sensitivity to participant distress, confidentiality issues).

## Describe your relevant experience, expertise, and/or training in reviewing the ethical acceptability of student research projects (e.g., [TCPS CORE-2022](https://tcps2core.ca/welcome) completed, past/current REB membership)

## Describe how you will address any ethical concerns raised by participant?

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| ATTACHMENTS |

Course Syllabus including a description of the project (Note: for changes to a course, please provide a copy of the up-to-date course syllabus)

Handouts and instructions pertaining to the assignment

Sample letters of information, recruitment materials, consent forms and/or scripts, debriefing forms

Sample of data collection instruments (survey questionnaires, interview/focus group guides, test instruments etc.)

Instructor’s [TCPS CORE-2022](https://tcps2core.ca/welcome) completion certificate on Research Ethics (CORE)

Permission letters / Research Contracts / Data Sharing Agreements (if applicable)

Provide a brief justification if an attachment(s) is not available at time of submission.

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| DECLARATION |

## By making this submission, I confirm and agree that:

## All of the projects assigned to students will involve no more than minimal risk, as defined by TCPS2, and will not exceed any limitations described in the application form.

## The information provided in this application is complete and accurate. I am aware of my responsibilities to supervise students conducting the research involving human participants. I will ensure that:

## The course projects will be conducted in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, and Carleton University Policies and Procedures for the Ethical Conduct of Research, and The conditions of clearance established for this Project by the Carleton University Research Ethics Board.