

## SLALS COURSE-BASED AND RESEARCH ESSAY RESEARCH ETHICS (PILOT) REVIEW FORM (ADAPTED FROM CUREB FORM)

Use this form if you are a course instructor who requires students to conduct minimal risk research projects with human participants as part of the pedagogical requirements of your course. **Use this form as a Research Essay supervisor.** This form **cannot** be used if the proposed project is

- a thesis/capstone project, exceeds minimal risk (e.g., involves physically invasive procedures, involves more than mild deception, addresses sensitive topics with a vulnerable population),
- part of the instructor's program of research (funded or unfunded).

Research projects that meet **any one** of the aforementioned criteria must use the regular [CUREB protocol form](#) and be submitted to CUREB-A.

If the proposed ethics application is similar to a previous submission please highlight any substantive changes.

Please contact [ethics@carleton.ca](mailto:ethics@carleton.ca) to determine if your course is eligible for this form.

<b>Course Instructor Name (Last, First)</b>	Doe, Jane	<b>Department</b>	SLaLS
<b>Phone</b>	ext.	<b>Email Address</b>	jane.doe@carleton.ca
<b>Course Name</b>	<u>  complete  </u>	<b>Course Code</b>	<u>  complete  </u>
<b>Course Start Date</b>	<u>  complete  </u>	<b>Course End Date</b>	<u>  complete  </u>
<b>Number of students expected in course</b>	<u>  complete  </u>	<b>Number of students per project (If applicable)</b>	
<b>Have you previously received ethics clearance for a similar submission?</b>	Yes/No (choose)	<b>If yes, provide the corresponding ethics clearance number (if applicable)</b>	

### 1 COURSE INFORMATION

### 2 RESEARCH DESCRIPTION

2.1 Explain the research purpose of the student project(s) (less than 100 words).

  complete  .

2.2 Describe recruitment, consent and withdrawal procedures.

Using CUREB templates, student(s) will   complete  . No deception will be used in student projects. All projects will be minimal risk. It will be explained to participants that they

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can withdraw from the study at any time before complete and that all the data collected from them will be destroyed. If a survey is used in a study, participants will be able to withdraw at any time before they complete the survey. provide project-specific information

2.3 Describe the methodology (e.g., nature and number of participants, data collection methods, data management and storage, dissemination plans).

complete [EXAMPLE OF INFORMATION REGARDING DATA STORAGE AND DISSEMINATION: All data will be anonymized. Anonymized data will be kept on password protected personal computers. Identifiers will be kept separately from the anonymized data to avoid any possibility of matching participants with the data in case of data breach. Research will be disseminated in the form of course research reports. Data will be destroyed once the project receives a grade].

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

complete

2.5 Does 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](#).

complete No deception, sensitive questions, physical exertion, physical procedures or physical contact will be involved in the projects.

### 3 ETHICAL COMPLIANCE ASSURANCES

3.1 Describe the instructions and training (e.g., TCPS2 CORE certificate completion required for all students, in-class training visit from the Research Ethics Office) you will provide 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).

complete [EXAMPLE: Instructor has completed TCPS2 CORE certificate. A lecture and discussion on ethical responsibilities of researchers will be included in the course].

3.2 Describe your relevant experience, expertise, and/or training in reviewing the ethical acceptability of student research projects (e.g., TCPS2 Core certificate completed, past/current REB membership)

complete [EXAMPLE: TCPS2 Core certificate completed].

3.3 Describe how you will address any ethical concerns raised by participants.

complete

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### 4 ATTACHMENTS

- Course outline (**must be provided**)
- Handouts and instructions pertaining to the assignment
- Sample letters of information, recruitment materials, consent forms and/or scripts, debriefing forms  
[EXAMPLE: CUREB templates will be used]
- Sample of data collection instruments (survey questionnaires, test instruments, etc.) [EXAMPLE: will be developed by individual students]
- Instructor's TCPS 2 Tutorial Course on Research Ethics (CORE) tutorial certificate (**must be attached, please visit <https://tcps2core.ca/welcome> to complete the tutorial and obtain the certificate**)
- Permission letters from partner organizations (if applicable)

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

### 5 DECLARATION

I understand the meaning of the term “minimal risk”, as defined by TCPS2, and certify that all of 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 of 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 CUREB or the Departmental Research Ethics Subcommittee (if applicable) including: name of student(s) and project title in my Annual Status Report.

I certify 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 research is conducted in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2<sup>nd</sup> Edition, the Carleton University Policies and Procedures for the Ethical Conduct of Research and the conditions of clearance established by the Carleton University Research Ethics Board.

I Agree (**do not forget to put a check mark**)