

Human Research Ethics Course-based Application #19-9876

A. Application information

1. Course instructor

Name

Department

Position

2. Other instructors who fall under this course-based protocol

By including their names here, you are attesting that these individuals

- 1. have read the complete application and agree that it is accurate*
- 2. agree that the research will be conducted in accordance with UVic regulations, policies, and procedures governing the ethical conduct of research involving human participants and human biological materials in all relevant sections of the national research ethics policy [TCPS2](#)*
- 3. affirm that the research will not commence until research ethics approval has been granted*
- 4. understand that an amendment will be required, submitted by the PI, if the protocol is modified*
- 5. affirm that adequate supervision will be provided for the students involved in this project*

Access:  View and edit project  View only

Name	Email	Position at UVic		

B. Course information

Island Health: If student research activities are proposed for an Island Health location (e.g., ward, clinic, hospital, affiliated organization) to involve Island Health staff, clinicians, or patients, please STOP here. DO NOT submit this application. Please contact UVic research ethics for special instructions. 250-472-4545 ethics@uvic.ca

1. Course number

2. Course name

3. Course start date

4. How frequently is this course offered?

5. Which academic term and year will the student research activities begin?

6. Are you submitting this application after the academic term deadline?

The Research Ethics Board reserves the right to refuse course-based applications submitted after the academic term deadlines. Please check the [deadlines for course-based applications](#).

Are you submitting this application after the deadline?

7. List the organizations from which students will (or may) recruit participants and/or collect data

In some courses, the instructor elects to involve community and external organizations (school boards, not-for-profits, etc.), and the research component involves students recruiting participants and/or collecting data from those organizations. In such cases, the expectation is that, as part of their course preparations, the instructor will have identified and communicated with community and partner organizations prior to finalizing the research assignment and will have set expectations in consultation with those organizations.

C. Research assignment(s) and course instructor's role

1. Summarize the primary focus of the research assignment(s) that you have developed for your course.

e.g., topic areas, scope, themes

2. Describe the pedagogical purpose(s) of the research assignment(s)

3. Explain how and when you, the course instructor, will

a. review students' research activities for sound ethical procedures before they proceed

b. provide appropriate guidance to students

e.g., research proposal discussions, individual meetings, in class assignments

4. Under the conditions of a course-based ethics application, it is expected that, in the usual case, instructors will ensure that students destroy their collected data immediately after the course requirement has been fulfilled. If your course is designed for students to share their findings, report, or essay outside the context of the class (e.g., a community partner, third-party organization, Indigenous community or group, website) or to otherwise archive the data in some way, please consult the [Course-Based Ethics Guidelines](#) for further details.

I propose that students share their findings as part of the course requirement or after the conclusion of the course, and will provide a rationale in the Data management section

5. Identify all potential entities from which students will need to seek permission or approval

e.g., companies, community organizations, agencies, governments, communities. It is assumed that the instructor will provide the list of potential entities to the students and will have already sought permission for the students to contact them for research purposes. Provide any communication or approvals that may demonstrate support.

D. Participants

1. Describe the human participants/participant groups that students will be permitted to include in their research activity/activities

a. Number of participants per student assignment

b. Specific inclusion criteria

e.g., genders, age, occupations, areas of knowledge

2. Describe the exclusion criteria that you will establish and communicate to students to ensure that risks are non-existent or minimal
Participant populations may vary across students' assignments and are expected to represent a range of demographics and characteristics (e.g., a learning disability of any kind or severity, under the age of 19, currently diagnosed with a concussion)

3. Does the course topic include vulnerable populations?

E. Recruitment procedures

The most common recruitment procedures in course-based ethics protocols include the following, because they do not usually involve any implications:

- Approach participants face-to-face on UVic campus
- Email, text or telephone people they already know (other students, friends, colleagues) by using their own existing personal contact information
- Request that a third party (e.g. a UVic department) forward a recruitment invitation or a poster to students, faculty or staff on their behalf

1. Describe the recruitment method(s) that you will permit students to use and will train students for

e.g., email, in person

2. Describe how students will recruit participants

Append a sample recruitment script or talking points that students will use to conduct the recruitment methods described.

3. Describe from where the information will be sourced if you are planning to email, text or telephone people you already know

F. Data collection and locations

1. Specify each type of data gathering activity that you will permit students to use for the purposes of the course-based research assignment

e.g., questionnaires, action research, focus groups, interviews. If you will provide students with options or a range of activities from which to choose, describe the limitations or parameters that you will communicate to students to ensure that their individual activities are minimal risk.

2. Describe the geographic location(s) where students will conduct their recruitment and data collection activities

e.g., UVic campus, within Victoria, field trip details

3. Research involving Indigenous, First Nations, Inuit and Métis Peoples. If relevant, describe the process that you have followed with respect to Indigenous engagement in preparation for the course and students' research activities

Include any documentation of collaboration (e.g., formal research agreement, letter of approval, email communications, advisory committee, mentorship), and the role or position of those consulted, including their names, if appropriate.

G. Consent process

The most common consent procedures in course-based ethics protocols include the following, as they are the most ethically straightforward:

- Signed consent for in-person data collection (interviews, focus groups)
- Implied consent for anonymous surveys (in-person, online)

1. Describe how students will obtain consent from their participants

2. Will verbal consent be used instead of signed consent?

3. Describe how, where, and by whom consent documents will be stored and protected during the course

4. Describe how the consent forms will be destroyed at the end of the course and who will be responsible for their destruction

H. Confidentiality

1. Will participants' identities be kept confidential in students' research output

e.g., reports, assignments, presentations

2. Is the intention for participants to be acknowledged or credited by name in the students' work?

I. Data management

1. Describe how and where students will keep raw and/or electronic data during the course to protect data confidentiality

e.g., codes will be used and kept separate from raw data, transcripts will be de-identified, identifiers will be removed at the earliest possible time

2. Describe how soon after the course must students delete and/or dispose of the data they collected for course purposes after they have submitted/completed their course-based research assignment

3. Do you propose that students share their findings after the course has ended?

e.g., reports, papers

Will the students be required to destroy the raw data?

4. Do you propose that the data be retained or archived by you, the community partner, or some other organization?

Note that data from a course-based approval may not:

i) be used by the course instructor for their own research purposes

ii) be used by any student for their honours project, thesis or dissertation. Please contact our office if a student requests this and we will provide them and their academic supervisor with guidance.

J. Attach the following to this application

Current course outline that includes descriptions of each of the research assignments

Description of activities that students will undertake that involve human participants or human biological materials for the course

A completed Consent Form template to be used by student researchers for each research assignment or activity

Copies of any test instruments, questionnaires, interview questions, observation sheets that will be used or adapted by student researchers in the course

Other relevant materials

Additional information

Review all the uploaded the application documents for completion. Incomplete applications will not be entered into the review system. You will be notified in this case.

App. version	Section	Descriptive name	File name	Type of document	Date uploaded	File version
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K. Signatory

Select the Chair/Director/Dean or their designate to sign-off on this application for submission. Once signed-off, the application will be submitted to the Human Research Ethics Board for review.

By signing-off the application, the signatory is affirming that adequate research infrastructure is available for the conduct and completion of the course-based research project.

Signatory name