

## FREQUENTLY ASKED QUESTIONS ABOUT THE “COURSE IN RESEARCH ETHICS” (CORE) TUTORIAL

Updated April 2, 2020

### GENERAL

**(1) What is the “TCPS2 CORE tutorial”? Why is this a requirement for UVic Graduate Students?**

- The [Course in Research Ethics \(CORE\) tutorial](#) is an online course launched by the federal government’s research funding agencies in 2011.
- CORE is an essential orientation to the Canadian human research ethics guidelines and policy [“Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans” \(TCPS2\)](#).
- Completion of CORE will provide Graduate students with foundational knowledge about research ethics when applying for human research ethics approval for their projects, theses, or dissertations.
- The CORE tutorial requirement is supported and approved by the Associate Vice-President, Research Operations and Graduate Studies.

**(2) Do other Canadian universities have this requirement?**

Yes. Most Canadian research intensive universities (e.g., UBC) have had this requirement from 2011 or earlier.

**(3) Is the online tutorial free? How long does it take? Is there a certificate?**

The tutorial is free, self-paced, and takes about three hours. As it is online, you can complete it in more than one sitting.

At completion, you will receive a dated certificate with your name.

### UVIC-SPECIFIC

**(1) To whom does this requirement apply at UVic? When and how?**

All UVic graduate students who are submitting a new research ethics application for their UVic project, capstone project, thesis or dissertation starting **September 1, 2020** *are required to upload their CORE certificate as part of their ethics application on:*

- ✓ UVic-RAIS ethics online system
- ✓ Provincial Research Ethics Platform (PREP) for harmonized ethics review
- ✓ Applies in limited cases to paper ethics applications (see Special Guidance below)

**(2) Must I submit my CORE tutorial Certificate at the time I and my supervisor submit the ethics application?**

You may upload the CORE Certificate either at the time of submitting the ethics application, or with your research ethics revisions/changes.

The Research Ethics Approval Certificate will NOT be issued to you until the CORE Certificate has been provided.

As CORE is a new requirement, the ethics office will advise you and your supervisor of what is needed and when.

**(3) What if I currently have a pending ethics application in the UVic-RAIS or the Provincial Research Ethics Platform?**

There will be a reasonable grace period for applications in process during the launch period. The research ethics office will communicate with individual graduate students and their supervisors directly.

## TUTORIAL CERTIFICATION

**(1) What if I completed the tutorial at another university?**

UVic research ethics will accept your certificate if your tutorial was completed in April 2011 or later.

If you don't have your certificate, please contact CORE Tutorial and they will assist you.

**(2) What if I completed the CORE tutorial prior to 2011?**

CORE was launched in April 2011. If you completed the tutorial prior to this date, your certificate is no longer valid (cited from *CORE Tutorial website*).

If you don't have your certificate, please directly contact CORE Tutorial and they will assist you. [Webgrants@sshrc-crsh.gc.ca](mailto:Webgrants@sshrc-crsh.gc.ca)

### **(3) What if I experience technical problems registering for the tutorial?**

The following is from the Tutorial website

[https://ethics.gc.ca/eng/education\\_tutorial-didacticiel.html](https://ethics.gc.ca/eng/education_tutorial-didacticiel.html)

**Problems registering?** Please determine whether the activation email has been sent to your spam or junk mail folder – or if your institution is blocking it. For assistance, please send your contact information to [Webgrants@sshrc-crsh.gc.ca](mailto:Webgrants@sshrc-crsh.gc.ca).

*Tutorial technical assistance is available Monday to Friday from 8 AM to 4 PM (Note this is Eastern time).*

### **(4) What if I completed a different tutorial such as one from the US?**

UVic will only accept the CORE since it reflects Canadian research ethics policy and content.

## **SPECIAL GUIDANCE**

### **(1) What if I am a graduate student research assistant (RA) on a UVic faculty member's ethics application and my involvement in their study won't be used for my own project, capstone project thesis or dissertation?**

If your role is solely as a graduate student RA - and remains this way - the CORE requirement does not apply.

If your role on a project extends to include fulfilling your project, thesis or dissertation on the faculty member's project, the CORE requirement will apply as you will not solely be an RA.

### **(2) What if I am graduate student and my supervisor adds me to their existing online ethical approval after September 1, 2020? My project, thesis or dissertation is covered by my supervisor's approval. Does the CORE requirement apply to me?**

Yes. Your supervisor will submit an amendment to their ethics approval to add you, and the CORE tutorial will apply to you. The Ethics Office will provide instructions when we receive the amendment.

**(3) What if my supervisor's existing ethics approval is on the paper ethics system?**

Your supervisor will submit an amendment to their paper ethics approval to add you, and the CORE tutorial will apply to you. The Ethics Office will provide instructions when we receive the paper amendment.

**UVic INFORMATION - DROP-IN SCHEDULE**

**(1) What if I need support with this process?**

You are welcome to come to one of the drop-in sessions scheduled for this purpose.

**Drop-in sessions are postponed. Dates, times and locations will be posted.**

**Additional questions?**

Contact [ethics@uvic.ca](mailto:ethics@uvic.ca) 250-472-4545

**Resources and Links:**

<https://tcps2core.ca/welcome>

[https://ethics.gc.ca/eng/education\\_tutorial-didacticiel.html](https://ethics.gc.ca/eng/education_tutorial-didacticiel.html)

[Registration tips for students in Canada](#)