

# Research Ethics Board (REB)

# *REB Application Form for Course-Based Student Research*

# *Involving Human Participants*

Once approved by the REB, the protocol documented below defines the scope of student research activities permitted under this REB Protocol for Course-based Student Research Involving Human Participants.

For guidance on applying for course-based student research involving human participants, please first see “*REB Guidelines for Course Based Student Research Involving Human Participants****”****,* and contact the REB at reb@capilanou.ca if you have further questions.

An advantage of an REB Protocol for Course-based Student Research is that it enables REB approval of student research activities within a course on an annual basis, rather than REB review of each student research project individually. Once approved by the REB, CapU course instructors may apply to renew an approved REB Protocol for Course-based Student Research on an annual basis.

Student researchers and their supervisors are required to submit a project-specific REB application for any of the following types of projects:

* Faculty research, even if student researchers are involved;
* Projects completed as a requirement of masters’ degree or an undergraduate honours project or thesis;
* Projects involving interaction with human participants that begins before or continues after course completion;
* Projects involving subject matter outside the pedagogical scope of the course;
* Projects involving persons affiliated with another institution that requires approval of its own ethical review process (i.e., multijurisdictional research);
* Projects involving Indigenous communities or organizations, focusing on Indigenous people, or focusing on Indigenous peoples’ language, cultural heritage, artifacts, or traditional knowledge;
* Projects involving collection of information that may disclose potentially illegal activities;
* Projects involving invasive methods, sensitive subject matter, deception, or withholding of information from participants;
* Projects involving persons or groups in vulnerable circumstances, including but not limited to individuals with diminished capacity to consent, incarcerated individuals or groups, or youth or children under the age of 17; and
* Projects involving greater than minimal risk.[[1]](#footnote-1)

## 1. COURSE INSTRUCTOR

|  |  |  |
| --- | --- | --- |
| **Name of course instructor** | **Department and Faculty**  | **Email address** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

## 2. COURSE INFORMATION

|  |  |
| --- | --- |
| **Course name** | **Course code** |
| Click here to enter text. | Click here to enter text. |
| **Course start date**  | **Course end date** | **Number of students in course** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Describe the purpose of the student research assignment.

Click here to enter text.

## 3. RESEARCH SITE(S)

## Describe the location(s) where research activities involving human participants will be conducted.

Click here to enter text.

## If research activities involving human participants will be conducted at a site other than Capilano University, indicate whether approval of the site/organization(s) is required, will be sought and, if so, how.

Click here to enter text.

## 4. PARTICIPANT POPULATION(S)

## Describe the participant population(s) from whom data would be collected.

Click here to enter text.

## Describe the organization(s) with which participants may be associated.

Click here to enter text.

## 5. RECRUITMENT OF PARTICIPANTS

## Describe *how* prospective research participants would be recruited to the research.

Click here to enter text.

## Describe whether anyone other than the students conducting the research may be involved in the recruitment of participants and, if so, *how*.

Click here to enter text.

## Describe whether participants would be offered any inducements, incentives, compensation, or honoraria for participation and, if so, the nature and value of such.

Click here to enter text.

## 6. TOPICS(S)/SUBJECT MATTER

## Describe the topics and subject matter students would research.

Click here to enter text.

## 7. DATA COLLECTION METHODS

## Describe the methods students will use to collect data from human participants.

Click here to enter text.

## 8. CONSENT

## Describe how the consent of participants will be fully informed and documented.

Click here to enter text.

## Describe whether, how, and up until what point in time participants would be able to withdraw from the research.

Click here to enter text.

## 9. ANONYMITY

## Describe whether and how the identities of participants may be disclosed in the products of the research.

Click here to enter text.

## 10. INFORMATION MANAGEMENT

## Describe whether products of the research would be distributed outside the university and, if so, *how* and to whom they would be distributed.

Click here to enter text.

## Describe *how* and for what time-period research data would be retained and managed, and, if applicable, when research data would be destroyed.

Click here to enter text.

## 11. TRAINING AND SUPERVISION OF STUDENTS

## Describe *how* (you) the course instructor will ensure research conducted under your supervision will adhere to the protocol defined above, applicable privacy law, and the TCPS2.

Click here to enter text.

## 12. DECLARATION OF RESPONSIBILITY OF COURSE INSTRUCTOR

**As the course instructor named on this application, by affixing your signature below you acknowledge and attest that:**

* Student research conducted under the auspices of the course will be conducted under your direct supervision;
* You are responsible for ensuring that research conducted under the auspices of the course complies with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022)*, relevant provincial and federal privacy law, and university policies;
* You will closely review and document your approval of all proposals for student research prior to the research being conducted; and
* All research conducted under the auspices of the course will adhere to the scope of allowable activities documented in this form.

Name of course instructor: Click here to enter text.

Signature of course instructor: Click here to enter text.

Date: Click here to enter text.

## DOCUMENTATION

To apply for REB approval for Course-based Student Research Involving Human Participants, please submit this application form with the following documents attached to reb@capilanou.ca:

* Current course syllabus or course outline;
* Student research assignment;
* Template recruitment and consent instruments relevant to the research methods proposed;
* Course Instructor Approval Form for Student Research; and
* TCPS2 CORE Certificate of Completion of the course instructor.

## [Please see REB website for guidelines and examples.](https://www.capilanou.ca/about-capu/get-to-know-us/research/research-ethics-board/reb-members/)

1. The TCPS2 glossary defines minimal risk research as “Research in which the probability and magnitude of possible harms implied by participation in the research are no greater than those encountered by participants in those aspects of their everyday life that relate to the research.” [↑](#footnote-ref-1)