



## Research Ethics Board

### Instructors Guidelines: STUDENT COURSE BASED RESEARCH

If you have any questions or concerns regarding this form, please contact the Research Ethics Board at [ethics@stclaircollege.ca](mailto:ethics@stclaircollege.ca).

All research involving human participants conducted under the auspices of St. Clair College requires St. Clair College Research Ethics Board (SCC-REB) review. Student course-based research (SCBR) assigned to students for training or pedagogical purposes involving human participants must be reported by the instructor of the course to the SCC-REB using the form below.

Student course based activities are considered research when any of the following are applicable:

- the activity involves collecting information from human participants or respondents;
- the intent is to educate students on research methods used to gain new information, explore and expand existing theories and conceptual knowledge;
- students compare new techniques, practices, programs with standard research approaches to determine which are more effective;
- the results or findings are written in a format that would be acceptable for a research journal or academic conference presentation; or
- primary data is collected and organized for analysis and distribution or dissemination/publication (Note: Most peer-review journals will not accept SCBR approval letters for SCBR articles seeking publication).

After a review of the SCBR Form and supporting documents, the SCC-REB Chair or designee may delegate to the instructor responsible for oversight of students' course-based research activities the authority to review their student course-based research projects for research ethics compliance (please review St. Clair College's policy on research ethics and the TCSP2)

SCBR projects are restricted to activities that do not present greater than "minimal risk"<sup>1</sup> to participants or respondents and projects that are unfunded.

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<sup>1</sup> Research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in the aspects of their everyday life that relate to the research.

Acknowledgement:

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## **Minimal Risk Research**

Minimal risk research activities are those for which the anticipated risks for the participants are no greater than those ordinarily met in their daily life.

Examples of minimal-risk research include but are not limited to:

- Unfunded research;
- Anonymous questionnaires or surveys;
- Interviews of people in a professional or public capacity who are asked to provide professional or public knowledge and not being asked to provide their personal opinion;
- Laboratory investigation using anonymous secondary data (e.g., identifiable information was never collected with the data and the risk of re-identification of participants is improbable);
- Naturalistic observational research that does not involve direct contact or any intervention with the participants and there is no expectation of privacy on the part of those being observed.

*\*Research involving anonymous data collection where there is no risk of identifying participants is one method to reduce risks to participants. The nature of the research could render participants vulnerable and increase the level of risk, as such the list above simply provides examples of research that could be minimal risk.*

## **Greater Than Minimal Risk**

Student Course Based research projects that involves greater than minimal risk (i.e., activities that place participants at higher risk than those risks ordinarily met in their daily life) require SCC-REB review and approval. In these cases, students and/or instructors will be required to submit the regular SCC-REB application form for their individual research projects.

Examples of research that is considered more than minimal risk includes, but is not limited to:

- Any research involving inmates;
- Research studies that involve children under the age of 18, people with a diminished ability to safeguard their own self-interest, people with limited decision-making capacity, or people whose situation or circumstance may put them at risk of a power imbalance (e.g., children, people suffering from mental illness, dementia, intellectual impairments, individuals undergoing a health crisis, trauma or intense medical treatment; individuals in a custodial institution; individuals with social vulnerabilities such as the homeless or stigmatized persons or groups);
- Research that involves invasive procedures such as blood withdrawal;
- Research that involves such risks as physical, psychological, emotional, social or economic;
- Research involving considerations of participants' privacy and confidentiality;
- Survey or questionnaire questions that could potentially result in emotional stress (e.g., question related to personal experiences such as sexual or physical abuse, depression, anxiety, or suicide).

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## **Instructor's Responsibilities**

Instructors that assign their students course-based research projects for pedagogical or training purposes are responsible for ensuring that:

- The SCBR form is completed and supporting documents (including the TCPS2 certificate) have been submitted to the SCC-REB for review and approval by the SCC-REB Chair or designee;
- The instructor is in receipt of a Letter of Approval from the SCC-REB prior to the commencement of student course-based research projects involving human participants (Note: Commencement refers to any contact with potential participants including recruitment pathways);
- All student recruitment material(s), Letter of Information and process for obtaining informed consent, and research tools meet the requirements for SCBR activities;
- Student course-based research projects pose no greater than minimal risk to participants;
- Students receive training in the ethical conduct of research involving humans before students are allowed to start their research projects (this may involve students taking the TCPS2 online Course on Research Ethics (CORE) Tutorial);
- Student course-based research will not involve:
  - children under the age of 18,
  - people with a diminished ability to safeguard their own self-interest,
  - people with limited decision-making capacity, or
  - people whose situation or circumstance may put them at risk of a power imbalance (e.g., children, people suffering from mental illness, dementia, intellectual impairments, individuals undergoing a health crisis, trauma or intense medical treatment; individuals in a custodial institution; individuals with social vulnerabilities such as the homeless or stigmatized persons or groups);
- Informed consent will be obtained;
- Data collection will be anonymous;
- Data will be confidential;

***Please note: The instructor is responsible for the collection, storage, and destruction of all raw data. The REB requests that all instructors will require the raw data of students be submitted to the instructor prior to the end of the course.***

## **Renewals and Closure**

SCBR approvals are valid for one year as long as the instructor plans to use the same SCBR activity parameters that received executive approval from the SCC-REB Chair. Should instructor wish to make a change to the protocol, they must submit a change request form. This change(s) requires approval before implementation. Once the year has elapsed, the instructor has two choices. They may apply for renewal using the change request form or they must submit a completion form. In the case of renewal, the instructor needs to clearly indicate any changes made since the previous year (including the dates of the new SCBR).

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### **St. Clair College Research Ethics Board**

- When in doubt as to whether your proposed SCBR activities requires SCC-REB review and approval, please contact [ethics@stclaircollege.ca](mailto:ethics@stclaircollege.ca)
- To arrange a date and time to have a member of the SCC-REB come to your class to give a presentation on research ethics, developing a Letter of Informed Consent, and recruitment materials, contact [ethics@stclaircollege.ca](mailto:ethics@stclaircollege.ca)

### **Adverse or Unexpected Events**

Researchers have an obligation to report any adverse or unanticipated events as soon as it is possible to do so. Unanticipated or adverse events that do not change the level risk for any given participant shall be reported to the chair of the research ethics board within 3 days of becoming aware of the incident. In such instances, the researcher shall notify the chair of the research ethics board indicating the nature of the unanticipated event along with a plan for resolving the issues surrounding the event and a mechanism to prevent similar such events moving forward. Researchers should communicate this using the adverse event form provided on the website.

In those cases where the unanticipated events are adverse (i.e., has caused real or perceived harm to participants or has rendered participants more vulnerable) the researcher shall notify the chair of the REB within 24 of becoming aware of the incident. Data collection should also cease until such time the REB and researcher have settled on a plan for the research.

Please find the SCC-REB SCBR Form on the pages that follow.

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# Application for Course-Based Research

Research involving human participants and undertaken with any St. Clair College resource requires the college's Research Ethics Board (REB) review and clearance; however, such research performed as a course assignment and intended only for the professor's review or class presentation, may be exempt when the professor files an appropriate application with the St. Clair College Research Ethics Board (SCC-REB).

This form, when completed, acknowledges 1) a planned, whole-class assignment where all students are performing a research project involving human participants or 2) an unplanned project where a professor and student(s) mutually agree such research is an interesting and appropriate response to a course assignment.

**Please note: Student researchers considering sharing results external to the class need to file a complete REB application for ethics review. This application form complies with current TCPS2 Guidelines and certifies key conditions as outlined below.**

Please complete all sections and processes as indicated on both sides of this form.

## SECTION A: GENERAL INFORMATION

### 1. Course Information

College Program Name:

Course Title:

Course Number:

Course Section:

Assigned section of the course:

Instructors Name:

Instructors Telephone:

Instructors E-mail:

### 2. Details regarding research being conducted

Estimated Start Date for Data Collection:

Estimated End Date for Data Collection:

Estimated enrollment in the course:

Number of students conducting research:

Which semester(s) does this apply to?

Project Title on course outline:

Course Outcome(s) for project assignment:

### 3. Assignment Details

Please check the appropriate box for this research project:

This research project is a planned, whole-class assignment.

[No student signature is required.]

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- This research project is not a regularly planned exercise, but an assignment response, which the professor and student(s) mutually agree to be interesting and appropriate.  
**[A student signature is required for each student researcher and a separate form for each distinct research project.]**

**Please verify that the following will apply to the research being proposed in this application.**

**(Please check)**

- The project presents minimal risk to participants.  
 Informed consent will be obtained.  
 Data collection will be anonymous.  
 Data will be held confidential.  
 Only the professor and class will review the results.

**\*Please note, the St. Clair College REB reserves the right to request you complete the full application package should the board deem this research project is more than minimal risk.**

#### **4. Goal of the Research**

What is purpose of the project?

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## 5. Procedural Outline

Please detail the assigned research process including what methodologies will be used. For example, is it quantitative, qualitative, involving surveys, or videos?

## 6. Location and Permissions

Where will the research take place?

What approvals/permissions do you require to conduct research there?

Have those permissions been obtained?  Yes  No

(If so, please include these in your application package.)

## 7. Human Participants

Who are the anticipated research participants?

Is there any way your participants could be rendered vulnerable?  Yes  No

If so, please describe.

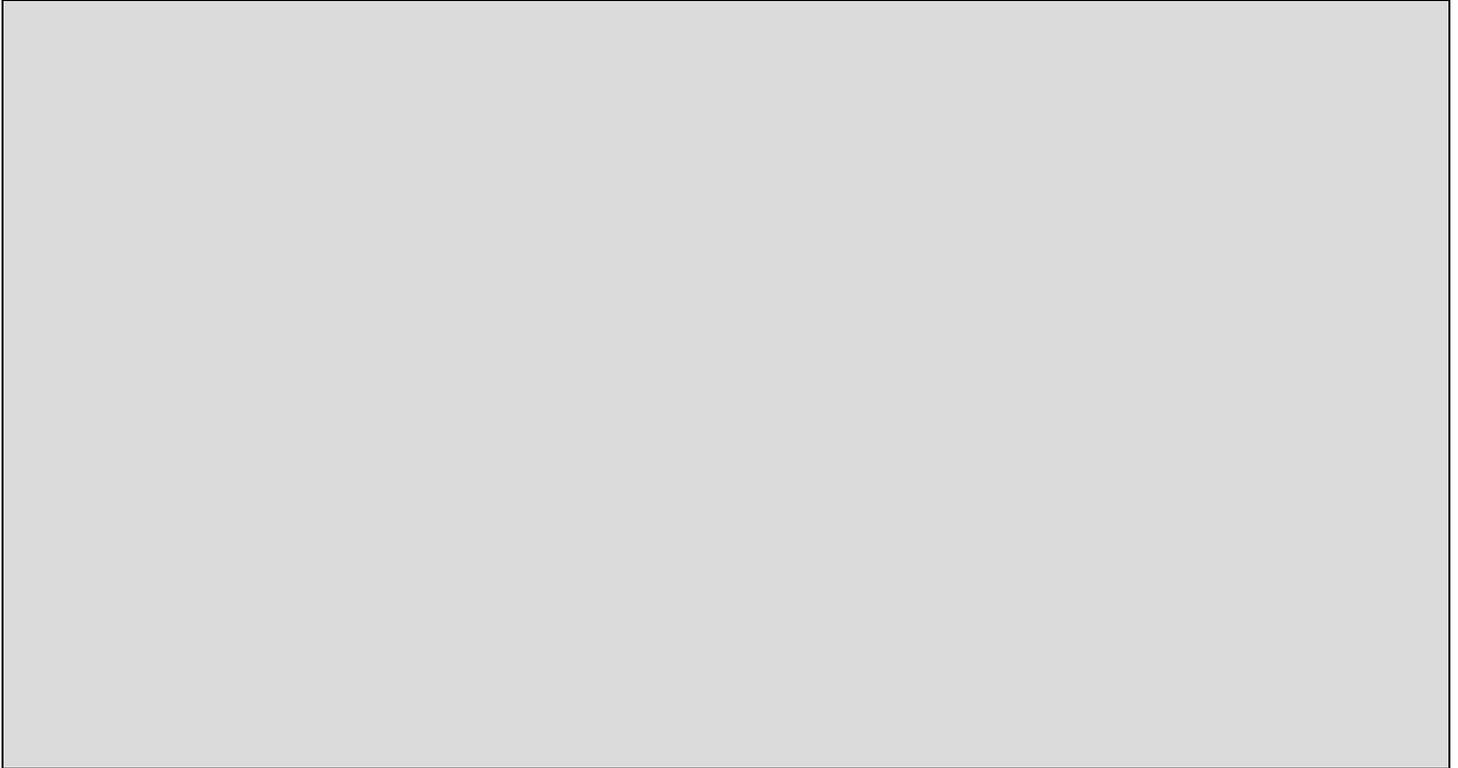
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## 8. Risks

Minimal risk research activities are those activities that the anticipated risks for the participants are no greater than those ordinarily met in their daily life.

Please describe how this research is considered minimal risk?



## 9. Informed Consent

Describe the process that the investigator(s) will use to obtain informed consent in the collection of data? Please attach a copy of the consent form; in the absence of a consent form, describe the conditions under which the data will be collected.



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## 10. Confidentiality

Please detail how confidentiality will be assured?

## 11. Supporting Documents

Please attach a copy of the course outline, assignment description, rubric or equivalent (if applicable), Letter of Information and/or the Informed Consent document, instructor's TCPS2 CORE certificate, and any other applicable information (e.g., surveys, interview questions, etc.)

## 12. Annual Review and Adverse Events

As the course instructor, I acknowledge it is my responsibility to:

- Notify the REB if the project is completed, or cancelled, using the appropriate form.
- Notify the REB if an adverse event (e.g. unanticipated negative consequences or results affecting participants) occurs during the project. (This must be reported as soon as possible to the Research Ethics Board Chair [ethics@st.claircollege.ca](mailto:ethics@st.claircollege.ca))
- Provide the REB with a "Renewal/Completed Status Report" on an annual basis.

## 13. Research Ethics

How is ethical research conveyed to the students?

- Course topic
- Assignment requirement
- Briefing for individual student researchers

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By signing below, all signees have agreed that:

- ✓ Course-based research involving human participants is a required component of the course.
- ✓ Ethical conduct in research involving humans is a course topic supporting this assignment.
- ✓ No vulnerable participants will be included.
- ✓ The instructor takes the responsibility of ethical compliance according to the TCSP2 (2018) and St. Clair College's Ethics Policy. This may include but is not limited to: ensuring all students complete the required training, research materials meet ethical standards, and reporting to the SCC-REB as appropriate (e.g., adverse events, completion, request for change, etc.).

**OPTIONAL:**

**Student Name:**

**Student Signature:**

**Date:**

**Please note: Student name/signature is not required for whole-class assignments.**

**REQUIRED:**

**Course Professor Name:**

**Course Professor Signature:**

**Date:**

**Chair's Name:**

**Chair's Signature:**

**Date:**

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