**COURSE-BASED ETHICS APPLICATION FOR INSTRUCTORS**

**Faculty of Arts Research Ethics Committee**

Before completing this application, please refer to the [guide for instructors](https://live-arts.ucalgary.ca/sites/default/files/teams/1/ARTS/Research/course-based_Instructor_guidance_Feb_2019_final.pdf) on faculty level approvals to ensure that your project meets the criteria for course-based delegated review by the Faculty of Arts Research Ethics Committee.

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| --- | --- |
| Name of instructor: | Click or tap here to enter text. |
| Department/Faculty: | Click or tap here to enter text. |
| E-mail Address: | Click or tap here to enter text. |
| Other collaborators: If another person is involved in the project, please provide their name, department, contact details. Use as attachment if necessary. | Click or tap here to enter text. |
| Course name and number: | Click or tap here to enter text. |

Please attach the following to your application as separate documents:

A. Your course outline

B. Descriptions of all assignments potentially involving research with human participants

C. Copy of the instructor completed TCPS2 Core Tutorial Certificate

D. Consent form template and supporting documents (e.g., interview guide, recruitment materials, etc.)

**Note: The information in these appendices does not replace your answers to the questions below. They enable the Committee to review how you plan to communicate to your students about the ethics of their research.**

The following statement should appear on the attached course outline (required attachment A). If it does not, this kind of statement should be included on the official research assignment description(s) given to students (required attachment B).

*Research Ethics*

*The course (or assignment) has obtained course-based ethics approval from the Faculty of Arts Research Ethics Committee. Whenever you perform research with human participants (e.g., surveys, interviews, observation) as part of your university studies, you are required to follow the* [*Tri-Council Policy Statement (TCPS2)*](http://www.ger.ethique.gc.ca/eng/documents/tcps2-2018-en-interactive-final.pdf) *. Your instructor must review and approve of your research plans and supervise your research.*

1. Please describe how you will educate students to comply with the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf) (e.g., class discussion of ethical concerns in research, a proposal assignment requiring students to customize their own consent form, class presentations, readings, other types of research ethics exercises).

Click or tap here to enter text.

2. Will all students have the same or similar research topics, methods, participants, and use the same participant materials (e.g. consent forms, recruitment materials, etc.)?Or will there be a choice of two or three research methods, and if so, which ones? If there will be a variety of project topics and methods, what common features will they share?

Click or tap here to enter text.

3. Briefly explain the oversight the instructor will have over the students while conducting the course assignment:

Click or tap here to enter text.

***QUESTIONS 3-8 BELOW:*** *you may limit students’ choice of methods in any or all of the following questions by answering them specifically. You may also give students freedom of choice in any of the following areas, but if you do so, please try to answer these questions with examples of hypothetical situations that may arise in your students’ research, or a range of possibilities you would expect.*

4. Please list the potential types of research participants (e.g., fellow students, members of the public, workers at an organization), and describe the range of methods by which they will be recruited. Include as much information as possible about the mechanism of recruitment (e.g., posters, email messages), methods of recruitment (e.g., snowball sampling methods), and recruitment message content.

Click or tap here to enter text.

5. Will the research study specifically target the involvement of Indigenous People?

Click or tap here to enter text.

If yes, will students be obtaining consent from Elders, leaders or other community representatives? If leaders of the community will be involved in the identification of potential participants, provide details:

Provide details if:

- Property or private information belonging to the community as a whole is studied or used;

Click or tap here to enter text.

- The research is designed to analyze or describe characteristics of the community; or

Click or tap here to enter text.

- Individuals are selected to speak on behalf of, or otherwise represent the community

Click or tap here to enter text.

Provide information regarding consent agreements, regarding access, ownership and sharing of research data with communities:

Click or tap here to enter text.

Provide information on how final results of the study will be shared with the participating community?

Click or tap here to enter text.

Describe how you have engaged the community:

Click or tap here to enter text.

Is there a formal research agreement with community?

If so, provide details about the agreement or why an agreement is not in place, not required, etc.

Click or tap here to enter text.

6. Please describe the methods and procedures to be used with particular emphasis on the perspective and experience of research participants and any others potentially affected by the research. Provide as much detail as necessary to enable consideration of risks to participants.

Click or tap here to enter text.

7. Please describe the potential risk to participants. Then, describe the measures that will be taken to minimize risks. If participant confidentiality and anonymity are among the methods used to minimize risk, describe these measures in response to Question 7.

Click or tap here to enter text.

8. Informed consent:

a) Will potential participants be recruited through pre-existing relationships? If so, could participants be in a situation or power relationship in which they feel coerced to participate? Could research situations limit participants’ ability to carefully assess the risks and expectations? If so, what will be done to ensure

participants are freely and fully informed before participation, and there is no undue pressure to participate?

Click or tap here to enter text.

b) How is consent to be indicated and documented?? (e.g., by signing a consent form, by completing a survey following the research information, by replying to an emailed consent form, by a verbal response to research information read out loud, etc.)

Click or tap here to enter text.

c) Will the study involve any participants who might not be capable of providing informed consent?

Click or tap here to enter text.

d) Describe the circumstances and limitations of **data withdrawal** from the study, including the last point at which it can be done:

Click or tap here to enter text.

**Participants’ data withdrawal deadline should be set at a reasonable time before the assignment deadline. Some situations may make it difficult or impossible to withdraw after the data is initially gathered (e.g., international research, some online surveys).**

**Note: Even if participants will not be signing a consent form, we strongly recommend that students use the** [**CFREB consent form template**](https://research.ucalgary.ca/sites/default/files/RSO%20Docs/CFREB/CFREB_Consent_Template-AMedit2018.docx)**. Please ensure consent documents name and identify the researchers as** **students in a course in the Faculty of Arts. Please also include your name and contact information as the instructor.**

9. How will confidentiality of the data be maintained?

Click or tap here to enter text.

10. In cases where data will be anonymous, how will anonymity be maintained?

Click or tap here to enter text.

**Note: There may be situations in which participant anonymity might be impossible to ensure (e.g., small sample size, other focus group members, video made public), or in which participants wish to be cited by name.**

11. Data access, storage, withdrawal:

a) Who will have access to the raw data?

Click or tap here to enter text.

b) Where will the raw data be stored securely?

Click or tap here to enter text.

**12.** Data retention and destruction:

Following completion of the course, ***data collected in fulfillment of course requirements should only be used within the parameters of the course***. Dissemination of information must not be for scholarly research purposes (e.g. publishing in an academic journal, presenting at a research conference). If there is interest in using this information for scholarly research purposes, an application to the CFREB is required.