

Application for Review of Course-Based Research

The [Tri-Council Policy Statement 2](#) places under REB purview pedagogical activities involving human participants that are conducted by students as part of a course: "[The REB's scope] includes course-based research activities, the primary purpose of which is pedagogical, because of the possible risks to those recruited to participate in such activities, and the fact that, from their perspective, such activities may appear indistinguishable from those that meet this Policy's definition of research."

The Application for Review of Course-Based Research can be used for courses where students are engaging in research activities solely for pedagogical purposes. This application can NOT be used for thesis or dissertation projects, including at the undergraduate level.

The Application for Review of Course-Based Research allows the Behavioural Research Ethics Board and Biomedical Research Ethics Board to provide REB approval to the course instructor for the general form and content of course-based research activities. The REB then delegates responsibility to the instructor for ensuring that students' specific processes and project materials adhere to the REB approved application and the TCPS2.

Please note that the course-based approval is for one year, and can be renewed twice. After three years, a new course-based application form must be submitted for review.

PART 1: IDENTIFICATION	
1.1	Course Title: Course Number:
1.2	Course Instructor Full Name: Email: Phone:
1.3	University/Institutional Affiliation of Instructor Position: Department: Division:
1.4	Parameters of Risk: Once your course application is approved, you will be able to review and approve individual projects so long as all of the following are TRUE: T ☐ F ☐ T ☐ F ☐ Projects are no more than minimal risk to the participants The research participants will be drawn from the general adult population, capable of giving free and Informed consent and will not include vulnerable participants such as children, persons who lack the capacity to consent on their own behalf, persons with mental health issues or illness, legal wards, persons dependent upon the researcher(s) for therapeutic care, or persons who are marginalized.

	T ☐ F ☐ The student projects will not involve any personal, sensitive or incriminating topics or questions which could place participants at risk; T ☐ F ☐ The student projects will not change or involve behaviour(s) of participants beyond the range of “normal” classroom activity or daily life; T ☐ F ☐ The student projects will not involve physically invasive contact with the research participants, for example, taking blood or urine samples, cortisol, muscle biopsies, tissue for genetic testing; T ☐ F ☐ The student projects will not involve deception.
1.5	The USask REBs require Canada’s Panel on Research Ethics’ CORE tutorial for all students and course instructors. Please insert the course instructor’s date of completion of the TCPS2 Core Tutorial. Please confirm that you will require your students to complete the TCPS2 Core Tutorial.
PART 2: DESCRIPTION OF THE TYPE OF RESEARCH REQUIRED IN THE COURSE	
2.1	ASSIGNMENT PURPOSE AND METHODOLOGY: Describe in the space below, the projects you will be requiring your students to complete (e.g., surveys, participant observation, interviews etc.) and the purpose of these projects. You may write a description for the REB <i>or attach the written explanation that you will be providing to students.</i>
2.2	Describe how you will ensure that the methodology described for the research will be followed by the students:
2.3	SUPPORTING MATERIALS: Please provide copies of the following materials • Full course outline • Handouts pertaining to the assignment If applicable, please also provide copies of the following materials students may be using in their projects: • Any standardized information letters; • Any standardized recruitment materials (i.e., posters, email, telephone or verbal scripts); • Any standardized data collection instruments (survey questionnaires, test instruments interview guides); • Any standardized participant feedback/debriefing materials; • Any standardized consent forms (Samples can be found on the Research Ethics Office website (https://research.usask.ca/rei/researchers/ethics/human-ethics.php))
PART 3: INSTRUCTIONS PROVIDED TO YOUR STUDENTS: What written or verbal instructions will you provide to your students regarding the following? You may write a description for the REB or attach the written explanation (or handout) that you will be providing students.	
3.1	Recruitment of study participants?
3.2	Obtaining consent from study participants.
3.3	Explaining participants’ right to withdraw from the research project.
3.4	Confidentiality of data
3.5	Feedback to participants about the study (where applicable)
3.6	Assessing and minimizing risk to participants
3.7	Please describe how the subject of ethics in research involving human participants will be covered in the course

3.8	Will the course outline include a reference to the U of S Research Ethics Office website?
3.9	Describe how you as course instructor will review and approve the course projects proposed by your students, if they are not all using the same standardized materials

PART 4: DECLARATION BY THE *COURSE INSTRUCTOR FOR STUDENT PROJECTS.*

By submitting this application form, the Course Instructor attests to the following:

- I confirm that the information provided in this application is complete and correct.
- I accept responsibility for the ethical conduct of this project and for the protection of the rights and welfare of the human participants who are directly or indirectly involved in this project.
- I am familiar with and agree to abide by all policies and guidelines of the University and Health Authority/affiliated institutions where this project will be conducted, as well as with all applicable federal and provincial laws regarding the protection of human participants in research including [the Tri-Council Policy Statement](#) and of my profession or discipline.
- I will ensure that the students are qualified, appropriately trained and will adhere to the provisions of the REB-approved application.
- I will ensure that any significant changes to the project, including the proposed method, consent process or recruitment procedures, will be reported to the Research Ethics Board for consideration in advance of its implementation.
- I will ensure that a status report will be submitted to the Research Ethics Board for consideration within one month of the current expiry date each year the project remains open, and upon project completion.

PART 5: ATTACHMENTS

Provide a full and accurate listing of all documents submitted with this application.

Document	Included?	Comments
Full Course Outline	☐ Yes ☐ N/A	
Handouts pertaining to the assignment	☐ Yes ☐ N/A	
Information letters	☐ Yes ☐ N/A	
Questionnaires, tests, interview scripts, etc.	☐ Yes ☐ N/A	
Standardized Recruitment Materials	☐ Yes ☐ N/A	
Standardized Consent Forms (Templates are available on the Research Ethics Website)	☐ Yes ☐ N/A	
Standardized data collection instruments	☐ Yes ☐ N/A	
Standardized participant feedback or debriefing materials	☐ Yes ☐ N/A	
Other- please specify:	☐ Yes ☐ N/A	